

CHURCH BUILDING USE

NAME \_\_\_\_\_ DATE \_\_\_\_\_

COMMITTEE \_\_\_\_\_

REASON FOR REQUEST (MEETING, PROGRAM, ETC.) \_\_\_\_\_

AREA (S) REQUESTING: SANCTUARY \_\_\_\_\_ FELLOWSHIP HALL \_\_\_\_\_ KITCHEN \_\_\_\_\_

CONFERENCE ROOM \_\_\_\_\_ ROOM NUMBER (S) \_\_\_\_\_

TIMES NEEDED \_\_\_\_\_

FROM TO

DATE (S) NEEDED \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED \_\_\_\_\_ AGE GROUP: CHILDREN \_\_\_\_\_ YOUTH \_\_\_\_\_

ADULTS \_\_\_\_\_

EQUIPMENT NEEDED: PLEASE ENTER AMOUNT IN APPROPRIATE BLANK

TABLES \_\_\_\_\_ CHAIRS \_\_\_\_\_ EASEL \_\_\_\_\_ PODIUM \_\_\_\_\_ OVERHEAD PROJECTOR \_\_\_\_\_

AUDIO/VISUAL (VIDEO PROJECTOR) \_\_\_\_\_

PAPER GOODS: PLATES \_\_\_\_\_ CUPS \_\_\_\_\_ NAPKINS \_\_\_\_\_ FORKS \_\_\_\_\_ SPOONS \_\_\_\_\_

KNIVES \_\_\_\_\_ TABLECLOTHS \_\_\_\_\_

COLOR SCHEME \_\_\_\_\_

WILL FOOD BE SERVED? YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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