

BUILDING USE REQUEST FOR CHURCH CALENDAR

Please complete this form and leave it with the Church Secretary, who will in turn enter it on the master calendar. In order to avoid any conflict of date, please do not enter anything on the master calendar yourself.

Event/Occasion _____

Day and Date: _____

Beginning at: _____ Ending by approximately _____

Please specify set-up and take down time needed (If day or evening before, please indicate below:)

Area requested: _____

Please indicate below your needs as to equipment, tables, chairs, etc.

It is understood that building and equipment use is to be consistent with policies of the Property Department and Disciples Women's Ministries.

Requested by: _____

Address: _____ Phone Number: _____

Date of Request: _____

Key checked out: _____ Key returned: _____

Any other special requests: