

# FACILITY REQUEST FORM

**Building use fee:**

- \$50 for cleaning person
- \$150 for use of buildings
- \$50 for sound technician

(You will be informed in writing of approval status within 5 days of your request)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Purpose for use \_\_\_\_\_  
Date requested \_\_\_\_\_  
Which Facilities needed \_\_\_\_\_

References (who do you know from the church that will vouch for you.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date and Times facility needs to be opened and estimated time of completion**

Funeral \_\_\_\_\_  
Rehearsal \_\_\_\_\_  
Wedding \_\_\_\_\_  
Set-up \_\_\_\_\_  
Other \_\_\_\_\_

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**I /we agree to abide by the building use policy**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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**(For Office Use Only)**

Approved \_\_\_\_\_ Not approved \_\_\_\_\_  
Reasons \_\_\_\_\_  
Building use fee ( ) Paid date \_\_\_\_\_