

pink sheet

building use / request form



Please fill out **one** form per event. Thank You.

Title of Event: _____

Person in charge: _____

Contact numbers: home: _____ work: _____ cell: _____

Date(s) needed: _____

Time of Event: begins: _____ ends: _____

Set-up on: _____ from: _____ to _____

List all room(s) needed for event: _____

Special equipment needed: _____

PLEASE USE OTHER SIDE TO INDICATE DESIRED SET-UP PLAN

I understand that, as the person in charge of this event, it is my responsibility:

- To leave the space used in the same condition it was found.
- To make certain that all entrance/exit doors and windows are locked when leaving.
- To report any breakage, injuries, incidents and/or repairs needed to the church office.
- To make certain that other Safe Church Policies have been followed (i.e. Number of chaperones for Youth/Children's events, etc.)

Signature: _____ Date: _____

For Office Use Only

cc: Church Office

Approved by: _____ Date: _____

Put in Property Manager's box on: (date) _____

Indicate desired table and chair set-up. Be sure to include A/V equipment, microphone(s), screen, overhead projector needed.