



BUILDING USE REQUEST FORM

Please Check One: Member ____ Non-Member ____ Today's Date: _____

Name of Business/Person making request: _____

Address: _____ **City:** _____ **St.** _____ **Zip:** _____

Contact #: Cell: _____ Home: _____ Bus. _____

Nature of Building Use Request: _____

Date(s) of Building Use Request: _____

Time(s) Building is needed: **Start:** _____ **End:** _____

of people attending (approx.): _____ **# of rooms needed:** _____

Please check which rooms are being requested:

____ Auditorium ____ Fellowship Hall ____ Main Kitchen ____ Triple Classroom
____ East Entry Room ____ South Room/Kitchen ____ Library ____ Nursery
____ North Hall Classrooms > (there are 6 rooms total if dividers are used, excluding triple classroom)

Will you need to use any church equipment? _____ **If yes, what equipment is requested?**

(Ex. Tables, chairs, roasters, coffee pots, sound equip., white board, piano, etc.) _____

Event Fees:

Members: **\$25.00 for 3 hours or less** **\$100.00 for anything over 3 hours**
(If the building use request is open to the church, then there is **NO FEE**. Personal, private, family use requests requires the fee stated above.)

Non-Members: **\$75.00 for 3 hours or less** **\$200.00 for anything over 3 hours**

Wedding Fees: **Listed separately. Please contact Ray Matteson, VCoC Minister @ 637-3549**

I understand and agree:

1. I will not sell items of any kind, nor will I collect funds at/or charge a fee for my event.
2. No alcohol or tobacco is allowed on church grounds
3. I am responsible to clean up and leave the building in its original condition prior to the event.
4. Payment in full must be received one week prior to event (if applicable)

Signed: _____ **Date:** _____

<u>OFFICE USE ONLY</u>	
Approved by: _____	Date: _____
Total Amount Due: \$ _____	
Payment/Deposit received on _____ in the amount of \$ _____	
Balance Due: \$ _____	
Decision communicated to party by: _____	
Date: _____	via: _____ Email / Phone / Text

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