

Request for Space and/or Time

Please fill this out for any and all activities – on premises or off – so we can try to avoid conflicting activities among church, boards, committees, and school scheduling.

Name of Group _____
Or activity _____

Day/Date Needed _____

Time of Meeting _____ Time Needed _____
(for set up and break down)

Purpose _____

Number of participants anticipated _____

Name of space requested (Trinity/Conference, etc) _____

Policy and Rules

Organization of individual is responsible for setting up and breaking down of tables and chairs and cleaning the kitchen (if used). Please leave the utilized space in the same condition, or better, than when you arrived.

Organization or individual using the facilities will be responsible for any and all damage to Church or School property and equipment. Any damage shall be reported to the Board of Church Properties (custodian) immediately. The organization or individual also agrees to pay damage charges where applicable.

Space normally is not made available in the school during a school holiday.

It is highly recommended that all requests be made no later than two weeks before the date required.

The above has been acknowledged, and the responsibility has been accepted by the undersigned.

Signed _____

Phone _____

Approved _____

Date _____

Date _____

Space Assigned _____

Original on file in Church Office.

Approved copy to: Requester, Board of Church Properties, Evening Custodian, Principal (where applicable)