

## BUILDING USE REQUEST FORM

(Form must be completed and returned to the church office two weeks prior to the event.)

**Requester's Name:**

**Today's Date:**

**Contact Phone:**

**E-Mail:**

**Name/Type of Group/Event:**

**Number of Participants/Attendees:**

**DATE of Event:**

**DAY of Event:**

**Time of Event:**

**Time of Entry:**

**Time of Departure:**

**Total Hours Needed:**

(Times are to include all set-up, rehearsal, and cleanup time)

<div style="background-color: yellow; text-align: center; padding: 2px; border: 1px solid black;"><b>ROOM REQUESTED*</b></div> <input type="checkbox"/> Parlor <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Von Maur Hall <input type="checkbox"/> Fireplace Room/Room 303 <input type="checkbox"/> Room 302 <input type="checkbox"/> Chapel <input type="checkbox"/> Choir Room <input type="checkbox"/> Sanctuary <input type="checkbox"/> Donaldson Room <input type="checkbox"/> <i>Room and date of event scheduled with Church Office*</i> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 10px auto; text-align: center;">Tables</div> <input type="checkbox"/> Round Tables (seats 8) <input type="checkbox"/> Wide Rectangle Tables (seats 8) <input type="checkbox"/> Narrow Rectangle Tables (seats 5) <input type="checkbox"/> Card Tables (seats 4)  <div style="border: 1px solid black; width: 100px; height: 20px; margin: 10px auto; text-align: center;">Chairs</div> <input type="checkbox"/> White Padded Chairs <input type="checkbox"/> Blue Stacking Chairs <input type="checkbox"/> Folding Chairs  <div style="border: 1px solid black; width: 100px; height: 20px; margin: 10px auto; text-align: center;">Tablecloths/Napkins</div> <input type="checkbox"/> \$5.00 each regular; color _____ <input type="checkbox"/> \$8.00 each banquet size <input type="checkbox"/> Paper banquet covers; size _____ <input type="checkbox"/> Regular Paper Napkins <input type="checkbox"/> Dinner Paper Napkins	<div style="border: 1px solid black; width: 100%; height: 20px; text-align: center; margin-bottom: 5px;">Dishes/Cutlery/Glasses</div> <input type="checkbox"/> Wedding China & Cups <input type="checkbox"/> Ironstone Plates & Cups <input type="checkbox"/> Glass Party Plates & Cups <input type="checkbox"/> Glass Water Glasses <input type="checkbox"/> Disposable Paper Plates & Cups <input type="checkbox"/> Regular Cutlery <input type="checkbox"/> Silver Cutlery <input type="checkbox"/> Plastic Cutlery  <div style="border: 1px solid black; width: 100%; height: 20px; text-align: center; margin-bottom: 5px;">Serving Dishes</div> <input type="checkbox"/> Silver Tea Service <input type="checkbox"/> Punch Bowl <input type="checkbox"/> Large Serving Bowls: # _____ <input type="checkbox"/> Serving Platters: # _____  <div style="border: 1px solid black; width: 100%; height: 20px; text-align: center; margin-bottom: 5px;">Beverages</div> <input type="checkbox"/> Filled Water Pitchers <input type="checkbox"/> Coffee: Regular _____ Decaf _____ <input type="checkbox"/> Hot Water for Tea <input type="checkbox"/> Tea Packets <input type="checkbox"/> Hot Chocolate <input type="checkbox"/> Lemonade <input type="checkbox"/> Ice Tea  <div style="border: 1px solid black; width: 100%; height: 20px; text-align: center; margin-bottom: 5px;">Condiments</div> <input type="checkbox"/> Sugar/Regular & Sweetner <input type="checkbox"/> Creamer <input type="checkbox"/> Salt & Pepper: at each table _____ <input type="checkbox"/> Butter: at each table _____ <input type="checkbox"/> Ketchup <input type="checkbox"/> Mustard <input type="checkbox"/> Mayo	<div style="border: 1px solid black; width: 100%; height: 20px; text-align: center; margin-bottom: 5px;">Sanctuary Multimedia Needs**</div> <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Mics: Handheld _____ Clip _____ <input type="checkbox"/> Public Address System <input type="checkbox"/> Computer for Power Point <input type="checkbox"/> Special Lighting <input type="checkbox"/> <i>Diane Pumphrey Notified**</i>  <div style="border: 1px solid black; width: 100%; height: 20px; text-align: center; margin-bottom: 5px;">Fellowship Hall Multimedia Needs**</div> <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Mics: Handheld _____ Clip _____ <input type="checkbox"/> Public Address System <input type="checkbox"/> Computer for Power Point <input type="checkbox"/> <i>Diane Pumphrey Notified**</i>  <div style="border: 1px solid black; width: 100%; height: 20px; text-align: center; margin-bottom: 5px;">Multimedia or Miscellaneous Needs</div> <input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> VCR <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Mics: Handheld _____ Clip _____ <input type="checkbox"/> Public Address System <input type="checkbox"/> Computer for Power Point <input type="checkbox"/> Podium <input type="checkbox"/> Easel & Markers <input type="checkbox"/> Dry Eraser Board & Pens	<div style="text-align: center;"><b>Draw Special Room Setup Here</b></div> <input type="checkbox"/> Buffet Setup ____ yes ____ no <input type="checkbox"/> Table Waiting Service ____ yes ____ no (provided by outside source)
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Church Office Use Only:

**Date Request Accepted:**

**By:**

**Staff Member Responsible:**

**Estimated Cost:**