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**Appendix A: Building Use Forms**

**BUILDING SPACE APPLICATION FORM**

Name of organization or individual applying for building space use:

For what purpose will the building space be used?

Part of Building requesting to use:

* + Worship Center
	+ Fellowship Hall
	+ Kitchen
	+ Multi-Purpose Room
	+ Conference Room

Please designate specific requirements (room set up, equipment needed, etc.):

How many people will be using the space?

How often will the space be needed (frequency)?

Expected date(s) of utilization:

Will set-up be necessary prior to the event? Yes No

Will alcohol be served at event? \* Yes No

Signature of Applicant Date

**APPLICANT CONTACT INFORMATION:**

Name:

Address:

Phone – Office:

Phone – Home:

Phone – Cell:

Email Address:

\* Prior approval required from Church Council Executive Team.