



For Office Use Only:

Date of event: _____
Location: _____
Time: _____
Date app. Received: _____
Approved By: _____
Date: _____ Calendar _____

◆ SINGLE DAY ACTIVITY

APPLICATION FOR USE OF CHURCH FACILITIES BY CHURCH MEMBERS OR TEAMS

Name of group sponsoring activity: _____

Name of applicant: _____

Email of applicant: _____

Address of applicant: _____

Phone (H): _____ Phone (W)): _____ Phone (C): _____

Purpose of activity: _____

Day and date of event: _____

Hours of activity: FROM: _____ AM/PM TO: _____ AM/PM

What room/location is requested for activity: _____

Approximate number of persons attending activity: _____

Will any of the following items be needed?

Custodian: From: _____ TO: _____

Kitchen: From: _____ TO: _____

Ovens: From: _____ TO: _____

#Tables: _____

#Chairs: _____

Microphone: _____

Paper Goods: _____

My signature indicates my agreement to use the premises under the rules stated in the **Rules and Regulations Governing the use of Church Property**, and to take responsibility for their compliance as well as the following:

Signed: _____ Date: _____

(PLEASE SEE OVER)

Table & Chair Set-UP:

This application is to be prepared by the applicant and submitted to the Church office for approval. A copy of the approved application will be returned to the applicant upon request.