

## BUILDING USE REQUEST

NAME OF GROUP/ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PURPOSE OF REQUESTED USE: \_\_\_\_\_

DATE(s) NEEDED: \_\_\_\_\_ TIME(s) NEEDED: \_\_\_\_\_

(Entrance to the building will be limited to 30 minutes prior to approved meeting time unless an earlier time is requested. **Support for an entrance time change should be made in the comments section.**)

Please explain if request is for more than one date:

SIZE OF GROUP: \_\_\_\_\_ ADULTS: \_\_\_\_\_ CHILDREN: \_\_\_\_\_ ROOM(S) NEEDED: \_\_\_\_\_

EQUIPMENT NEEDED (check all that apply):

NUMBER OF TABLES NEEDED \_\_\_\_\_ NUMBER OF CHAIRS NEEDED \_\_\_\_\_ WHITEBOARD \_\_\_\_\_  
LECTERN \_\_\_\_\_ COFFEE POT \_\_\_\_\_ STORAGE FOR SUPPLIES \_\_\_\_\_

Please explain if other equipment is needed:

\_\_\_\_\_ I request a waiver of the building use fee and/or the damage liability insurance.

Please explain reasons for waiver request

**TO ENSURE THE SAFETY OF ALL USERS OF THE BUILDING, THE FOLLOWING POLICY WILL BE ADHERED TO:**

**BUILDING ENTRY AND USE POLICY:**

1. Entry will be at a designated and approved entrance.
2. Entry will be via fingerprint or number code at the 14<sup>th</sup> St. Welcome Center door or the basement entrance.
3. A greeter will be required at the approved entrances no more than thirty (30) minutes prior to the approved meeting time. To allow entry for late arrivers (without entry code access), it is suggested that cell numbers of regular attendees be made available to attendees without entry access. Entry access can be obtained at the church office, subject to approval.
4. No doors will be left unlocked or opened by using a prop i.e. a rock, etc. No other doors other than the designated entry door will be used by attendees for entry to the building.

**VIOLATION OF THIS POLICY COULD RESULT IN THE LOSS OF PRIVILEGES TO THE BUILDING BY THE GROUP/ORGANIZATION OR AN INDIVIDUAL.**

**I HAVE READ AND AGREE TO ABIDE BY THE “POLICIES CONCERNING USE OF BUILDING AND GROUNDS” ON BEHALF OF MY GROUP OR ORGANIZATION.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

===== FOR CHURCH USE =====

DATE REQUEST RECEIVED: \_\_\_\_\_ DATE CALENDAR APPROVED: \_\_\_\_\_

ROOM RECOMMENDED: \_\_\_\_\_

APPROVAL: \_\_\_\_\_ GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_ PRE-USE BRIEFING DATE: \_\_\_\_\_

ENTRANCE APPROVAL: WELCOME CENTER 14<sup>th</sup> St. \_\_\_\_\_ BASEMENT \_\_\_\_\_

ROOM ASSIGNED \_\_\_\_\_ MEETING TIME \_\_\_\_\_ ENTRANCE TIME \_\_\_\_\_

PARKING LOT ASSIGNED: ELM STREET SIDE \_\_\_\_\_ 14<sup>th</sup> STREET SIDE \_\_\_\_\_

APPROVED BY ADMINISTRATION MINISTRY ON \_\_\_\_\_ 20 \_\_\_\_\_

MODERATOR OR DESIGNEE \_\_\_\_\_  
Signature

**DISTRIBUTION:**

- Requesting Organization or Group
- Building Use File
- Sexton
- Building Coordinator

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_