

The Carpenter's Church Event Use Request Form

You must read, complete and return this form to the church office. Approval for events will be given within 5 days. Form should be received at least 2 weeks prior to requested date.

Requested Event: _____

Date(s) desired: _____ Time: From _____ to _____
(Note: time request should cover not only the event, but also set up and clean up.)

Recurring Event: yes no If yes, how often _____ Last date will be _____

Please describe the purpose of the event. _____

Approximate number of people anticipated: _____

What area of the church will be used?

Auditorium _____ Kitchen _____ Room: 101 _____ 102 _____ Conference Rm. _____

Equipment desired: # Tables _____ # Chairs _____ Television _____
DVD or VCR _____ Overhead Projector _____ Other _____
Sound Equipment _____ ***If needing sound equipment for Auditorium or Room 101
you will need to make arrangements for a trained sound person to be at event.**

If using kitchen or serving food, what items will you need?

Coffee Urns _____ Pitchers _____ Trays _____ Other items _____

Paper Products: (please list approximate # of each item needed)

Foam Cups _____ Paper Cups _____ Dinner Plates _____ Small Plates _____ Bowls _____

Your Responsibilities:

- **Person(s) using the church facilities are responsible for setting up the room and cleaning up after their activity as well as any damage or loss caused by their use of the facility. The facility is to be left the way it was originally found.**
- **No equipment is to leave the building.**
- **Smoking is not permitted in the building. Alcoholic beverages are not permitted on the premises.**
- **Any changes to this request must be in writing and approved by the office.**
- **Read and agree to The Carpenter's Church Building Use Policy – attached.**

Name of Requestor _____ Date: _____

Best way to contact: Phone: _____ Cell Phone: _____

E-mail: _____

By signing below I state I have read and agree to the above mentioned policies.

Signature of Requestor _____

Approved by: _____ Date: _____