

CHURCH GROUP BUILDING USE REQUEST

APPLICANT

Name of Organization: _____

Date of Application: _____

Address: _____

Contact: _____

Telephone: _____

Date of Use: _____

EVENT

Description: (Include a summary of the event) Open to the Public: Yes No

Date and time of area requested: (include time needed for set-up and clean-up)

Estimated maximum occupancy: _____

(Great Hall Capacity: 250 / Jordan Hall Capacity: 275)

Time open to the public: (if applicable)

Special Requests

Kitchen Usage:

Are church dishes and utensils to used: Yes No

Is the automatic dishwasher to be used: Yes No

Name of person operating dishwasher: _____

Phone number of person operating dishwasher: _____

List the names and telephone numbers of caterers or independent firms, if any, which are to bring food, beverages, or equipment of any nature:

Room Set Up Request: Layout Attached

Outside sign for event: _____
