



memorial
BAPTIST CHURCH
a place and people of GRACE

Building Use Form

***pending room availability and staff approval**

**** all requests must be submitted at least 30 days prior to event**

Person Requesting Room: _____ Date Form Completed: _____

Email: _____ Phone: _____

Organization: _____

Purpose of the Meeting: _____

Is childcare needed: Yes or No

Room(s) requested: _____ Day and Date Requested: _____

Start Time: ____:____ AM ____ PM ____ Finish Time: ____:____ AM ____ PM

Indicate any additional arrangements or equipment required for this meeting: _____

Draw diagram of room(s) set-up request:

I have read, understood and agree with the Building Use Policies: _____

[Staff Only]

Approved by: _____ Date: _____