

MINISTRY MID-YEAR ROOM USAGE REQUEST FORM

1. _____
(Group or Individual requesting use)

2. Which days of the week/rooms do you request to use, and for what purpose?
Rooms include: Chamberlain Hall, Sanctuary, Kitchen, Nursery, Field (or outside areas)

Example:	Tuesday	12-1pm	Chamberlain Hall/Kitchen	Women's Luncheon
	Day	Time	room/s	Purpose
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

3. When do you hope to set up for the event (day/time)?: (permission may or may not be granted for early set up if another ministry has use of the room during that time): _____

4. I have access to the building (key). I will need access to the building.

5. Any additional comments (optional): _____

Today's Date: _____

For office use only:

Approved by: _____ **Date:** _____

Thank You for your co-operation. Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen, and church facilities. Failure to abide by these guidelines may revoke certain privileges for the ministry.

Please note any/all contacts for your events.

the Committee:

Coordinator: _____ **Phone:** _____

Helpers: _____ Phone: _____

Helpers: _____ Phone: _____

Helpers: _____ Phone: _____

Helpers: _____ Phone: _____