

**FACILITY USAGE REQUEST FORM FOR CHURCH
MEETINGS & FUNCTIONS**

DATE(S): _____

OCCURRENCE: _____

DATES NOT MEETING: _____

TIME: _____

ROOM(S) REQUESTED: _____

SPECIAL REQUIREMENTS (CHAIRS, TABLES, ETC.): _____

CONTACT PERSON: _____

CONTACT PHONE #: _____

CONTACT EMAIL: _____

OFFICE USE ONLY

Entered into church calendar date: _____

Entered into church calendar by: _____

1/1/2016