

# Building Use/Calendar Update Form

*Please wait for confirmation prior to advertising your event*

Office Use Only
2008-09
1 Mo. <input type="checkbox"/>
Sept <input type="checkbox"/>
Oct <input type="checkbox"/>
Nov <input type="checkbox"/>
Dec <input type="checkbox"/>
Jan <input type="checkbox"/>
Feb <input type="checkbox"/>
Mar <input type="checkbox"/>
Apr <input type="checkbox"/>
May <input type="checkbox"/>
June <input type="checkbox"/>
July <input type="checkbox"/>
Aug <input type="checkbox"/>

**MINISTRY TEAM:**

**EVENT TITLE/DESCRIPTION:**

**FACILITIES**

**Room(s) Requested:**

*S=Sanctuary BH=Blaar Hall K=Kitchen R1-6=Sunday School Rooms PL=Parking Lot  
FR=Fireside Room O=Office N=Nursery E=Entrance*

**Food Served? Yes  No**

**Keys Needed:**

*Please request keys 48 hrs in advance for events scheduled before 8 AM or after 3 PM.*

**# of Attendees:**

**SCHEDULE**

**Total Start and End Time** (includes anticipated set-up and clean-up time):

**Published Start & End Time** (for calendars, bulletin, newsletter, etc):

*Advertise this for us in the Newsletter and/or Bulletin up to 2 weeks in advance? Yes  No   
Information must be received at least 5 days prior to the Newsletter or Bulletin date*

**One-time Event? Date:**

**Day of Week:**

**Or Recurring Event?** (Please check below):

Every: 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  Last  All

Mon  Tues  Wed  Thurs  Fri  Sat  Sun  or Date(s) (1<sup>st</sup>-31<sup>st</sup>):

Of the: Month  Year

Or Various Dates/Days:

**CONTACT INFORMATION**

**Primary Contact:**

*(Primary Contact **must** be present at event requested)*

**Phone:**

**email:**

**Signed:**

**Date:**

*In requesting this space for use, I understand that this facility is a church and will be used for Christ-centered activities. I, and those attending, will respect this entire facility as a sacred place. As the primary contact, I accept responsibility for the safety and care of any church property entrusted to me.*

**CHANGES**

Time/date change, additions to calendar, etc:

**For Office Use Only:**

**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_ **Calendar Checked By:** \_\_\_\_\_

**Pastor:** \_\_\_\_\_ **Custodian:** \_\_\_\_\_ **Key Issued:** \_\_\_\_\_

**Date Communicated to Contact:** \_\_\_\_\_ **Communicated By:** \_\_\_\_\_

**Placed on/in:**

Calendar \_\_\_\_\_ Newsletter \_\_\_\_\_ Public  Private

*Form Updated: 8/26/08*

