

ULV Event / Facility Use Request Form

Your event will be added to the church calendar (subject to availability of the space for the desired day/time) when this form has been completed, received and approved. Event approval will be confirmed with the contact.

Event Name: _____ Projected # of Participants: _____

Event Type: Meeting Class/Workshop Wedding Baptism/Blessing Other _____

Description of Activity / Purpose: _____

Scheduling: One Time Ongoing → Details (Ex: Mondays / 3rd Sunday): _____

**NOTE: Ongoing events are subject to review at the beginning of every fiscal year. A new form and approval must be obtained prior to Nov. 1st each year to continue facility usage. Please submit a new form for additional usage or changes in current usage.*

Beginning Date: _____ Ending Date: _____

Time of Access (include set-up & clean-up): _____ to _____

Location: Sanctuary Sunday School Room Fellowship Area Kitchen

Building Key Required?: No Yes (I have reviewed the Key Policy: Initial _____)

Setup/Clean-Up: Each group is responsible for setting up space and cleanup. We graciously give thanks to everyone for making sure everything is replaced and the room is in the same condition as you have found it.

Equipment: Microphones/Audio/AV Tech* LCD Projector TV/VCR/DVD CD/Cass. Player
 Flip Chart/Markers Dry Erase/Markers Cash Box Other _____
 Small Tables # _____ Large Tables # _____

*Note: If you need any audio equipment please allow at least three (3) weeks advance notice. *Additional Fees may apply.*

Publication: Submit a **Request for Publication Form** to be included in Announcements, etc. and return to the office. Yes No

Compensation for usage of ULV space will be: _____

Contact: _____ Organization: _____

Phone: _____ Fax: _____

Street Address: _____ Email Address: _____

City, State Zip: _____ Website: _____

I have received & reviewed a copy of the **ULV Building and Rental Information** Yes No Date: _____

Signature: _____

~Administrative Use~

Date Received:

Request Approved: Yes No

Key Issued: Yes No

Date Key Returned:

Facility Use Agreement Expiration Date:

Compensation Amount:

Deposit Amount:

Balance Amount:

Notes:

Deposit Date:

Due Date: