



FIRST UNITED
PRESBYTERIAN CHURCH

ACTIVITY BUILDING USE FORM

This form needs to be filled out by every group, every committee, and every event that utilizes the church and its facilities.

In order to ensure that each meeting and event is successful, all of the requirements are met and no scheduling conflicts occur, it is imperative that this form is filled out entirely and submitted in a timely manner.

It is the responsibility of the committee or group representative to ensure that the form is filled out correctly before signing and submitting to the office.

Any event that does not have a COMPLETED form will not be included on the church calendar until the form has been received.

****Building use request forms must be submitted a minimum of one (1) week prior to the event.***

ACTIVITY BUILDING USE FORM

Must be submitted a minimum of one (1) week prior to the event

Name of Program:

Program Purpose:

Primary Contact:

Phone#:

Email Address:

Secondary Contact:

Phone#:

Email Address:

Recurring Event:

Start Date/Day of the Week:

Start Time:

End Time:

End Date/Day of the Week:

List Special Dates Event Will Not Occur:

Room(s) Needed:

Additional/Special Materials Needed (including set-up):

Public or Private Event? (Note: Public events will be published to the church calendar)

For Office Use Only:

Program Accepted:

Primary Contact Notified of Request Status:

Form Completed:

Added To Calendar:

Added to Room Chart:

Staff Initials: