



Building Use Request

Applicant's Name: _____ Date: _____

Group or Company: _____

Address: _____

Phone #: _____ E-mail _____

- Purpose of your gathering: _____
- Estimated number of people attending event: _____ Will Children Attend? _____
- When do wish to use building (date and hours)? _____
- Which parts of the building do you wish to use? (Please check all areas desired.)

- Sanctuary Pulse Room Kitchen Eating Areas (Son Room)
 Classrooms Main Bathrooms Upstairs Nursery Area Playground

- Will you need to use the overhead projector and/or sound system in sanctuary? _____
- Who will insure that church property is protected during your event? (Name and Phone #)

- Who will be overseeing children to insure their safety, if applicable? (Name and Phone #)

- Who will be responsible for cleaning up after the event? (Name and Phone #)

- Have you read the *Building Use Request Policy* and agree to abide by it? (This form is available for download on website.) Yes No

Signed _____ Date _____

(Please complete this form and mail to church office – 1746 Jim Barnwell Rd., Burlington, NC 27217. A contract will be mailed to you if the church agrees to allow you to use the building for your event. A donation to the church is usually expected to help offset the costs of utilities, etc. The amount may be specified on the contract or left to your discretion.)

Thank you.)