

Grace Ministries Building Use Form Single Event

- Please fill out the Building Use Form Completely.
- Submit the Form to either the GCC Office.
- Upon approval of your request you will receive an E mail confirmation or a copy of the Form.
- Please notify the GCC Office in the event of a cancellation.

Description of your event:

Expected Number of People _____

Date Submitted: _____ Submitted by: _____

Person Responsible(s) for the Event: _____

Phone number: _____ E mail: _____

Person Responsible(s) for the Event: _____

Phone number: _____ E mail: _____

Room(s) Requested

- | | | | |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> Gym/Sanctuary | <input type="checkbox"/> 201 | <input type="checkbox"/> 207 | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> 101 Youth Room | <input type="checkbox"/> 202 Classroom | <input type="checkbox"/> 208/209 (Child Care) | _____ |
| <input type="checkbox"/> 103 Kitchen | <input type="checkbox"/> 204 Adult Class | <input type="checkbox"/> 303 (Music Room) | |
| <input type="checkbox"/> 104 Cafeteria | <input type="checkbox"/> 205 Library | <input type="checkbox"/> 306 (Conference Room) | |

Activity	Day	Set Up Time	Event Time		Clean up Time
Date(s)	of Week	(In)	Start	End	(Out)

Building Use Approval

All events must first be reviewed by GCC and *GCA to confirm availability and usage.

Approval

GCA: _____ Date: _____

GCC: _____ Date: _____

Shut Down Procedures

- Please follow the steps listed below before leaving the building.
- Clean up the area used.
- Empty all garbage and dispose in dumpster.
- Ensure the room(s) are returned to normal set up.
- Turn off all lights.
- Close all windows.
- When leaving ensure all doors used are locked.

Any questions? Please contact:

Glen Bergersen at (414)422-0596 or E mail gbergersen@wi.rr.com

or

GCC Church office at (414)771-3020 E mail: office@ourgcc.com

Equipment needed (Chairs, tables, sound, etc.): _____
