

Grace Ministries Building Use Form

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

Description of your event:

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"/> 303 (Music Room) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> 204 | <input type="checkbox"/> 306 (Conference Room) | _____ |
| <input type="checkbox"/> Library | <input type="checkbox"/> 207 | <input type="checkbox"/> Youth Room (Lower Level) | |

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

Is this an ongoing event? Yes - See Reverse

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

Building Use Approval

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

Approval

GCA: _____ Date: _____

GCC: _____ Date: _____

