Grace Ministries Building Use Form

| Submit the ForUpon approvalE mail confirm returned to you | s) for the Event: _ | ice. bu will receive an the Form will be he event of aSubE m | omitted by: | | |
|------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------|-----------------|------------------|---------------|
| Room(s) Requested | | E III | iaii | | |
| Gym/Sanctuary Cafeteria Library | ☐ 201 ☐ 204 ☐ 207 ☐ | ☐ 303 (Music Room) ☐ Other: ☐ 306 (Conference Room) ☐ Youth Room (Lower Level) | | | |
| Activity | Day | Set Up Time | Even | t Time | Clean up Time |
| Date(s) | of Week | (In) | Start | End | (Out) |
| | | | | | |
| Is this an ongoing ev Equipment needed (C Building Use Ap All events must first Approval GCA: | Chairs, tables, sour proval be reviewed by Go | nd, etc.): | confirm availab | ility and usage. | |
| | Date: | | | | |

| Recurring Events Recurrence: | |
|------------------------------|------|
| Start Date: | |
| Exceptions: | |
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Shut Down Procedures

- Please follow the steps listed below before leaving the building.
- Clean up the area used. Leave it better than you found it!
- 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@ourgccc.com