

Building Use Information Form

FPC Committee or Group: _____

Contact Person: _____ Phone#: _____

Event: _____

Event Date: _____ Time: _____ to _____

Recurring or one time event? _____

What time will organizers arrive to set up? _____

Location requested within the church: _____

Will the kitchen be used? Yes No

Will there be food served? Yes No

Number of attendees expected: _____

Will you need church staff assistance? (i.e. custodial, to open/close up the church & activate the alarm OR receive instructions on how to close the church)

Please leave the church as it was found.

Instructions for setup (What is needed i.e. TV, Tables, Chairs):

Diagram of table set up *if needed*:(i.e.

