

FACILITY USE REQUEST FORM

Please return completed forms to the church office.

1. _____ Date: _____
(Group or Individual requesting use)
2. Address: _____ Phone number: _____
3. Date(s) Requested: _____ **If recurring:** Start date: _____ End Date: _____
4. **Time of Day:** Begin: _____ End: _____
5. Church Member who will be present: _____
6. I have access to the building (key & alarm code) I will need access to the building.
7. Facilities needed (please check all that apply):
 Main Auditorium Kitchen Classroom(s) How many? _____
 Fellowship Hall Gym (Building B) Outdoors—Ridge & Shelter
8. Please list any technology/equipment that will be needed: _____

Use Guidelines: (signature of this form indicates acceptance of all applicable fees and guidelines)

Please explain activity to be held: _____

Estimated number of people involved: _____

I have read the SCOC Building Use Guidelines, and I agree to abide by said guidelines. I acknowledge that there are additional guidelines in place for certain events (such as weddings) that must also be reviewed and agreed upon. I agree that the church is not liable for any personal injury sustained from use of the facilities. I also agree that I am responsible for any property damage that may occur, which may result in a fee to cover replacement/repair costs. Moreover, I agree to leave the facility the way I found it, which includes cleaning, removing any and all trash produced by my event, and returning any area of the building that I used to its original configuration.

Signature of Responsible Party Date: _____

(over)

FOR OFFICE USE ONLY

Building Use Approved

Building Use Approved, Under Certain Conditions
Please be sure that the following conditions are met:

Building Use Denied

Reason:
