

**Bethany Lutheran Church  
Building Use Form**

**Name of Group:** \_\_\_\_\_ **Date Needed:** \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Reserve Time \_\_\_\_\_ End Time: \_\_\_\_\_

**Actual Starting Time of Event:** \_\_\_\_\_

Number of People \_\_\_\_\_ Room # \_\_\_\_\_

\_\_\_ Sound \_\_\_\_\_ TV

\_\_\_ Overhead \_\_\_\_\_ VCR

\_\_\_ Other \_\_\_\_\_

Special Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Applicant:**

\_\_\_\_\_

Scheduled and Approved by:

\_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

- Please check only one:** *(one box must be checked)*
- Our group will be responsible for all set-ups and take-downs for this event.
  - Our group will provide help for set-ups and will contact the Facility Manager for guidance. (Please give 10-14 days prior notice.)
  - We need set-up and take-down provided and will contact the Facility Manager two weeks prior to the event for scheduling.

**Diagram of Setup**