

**Bethany Lutheran Church
Building Use Form**

Name of Event: _____ **Church Board:** _____ **Date Needed:** _____

***IF SATURDAY, Who opens/unlocks building?** _____ **Ph:** _____

***[The disarming/opening of the building on Saturdays is the responsibility of your Board Chairman.]**

Contact Person: _____ **Phone:** _____

Address _____

Email _____

Reserve Time _____ **End Time:** _____

Actual Starting Time of Event: _____

Number of People _____ **Room #** _____

___ **Sound** _____ ___ **TV** _____

___ **Overhead** _____ ___ **VCR** _____

___ **Other** _____

Special Request _____

Signature of Applicant:

Date: _____

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.

Scheduled and Approved by:

Date: _____

Diagram of Setup