

Building Usage Announcement Form

Name of Event: _____

Start ___/___/____ **Time** ___:___ **End** ___/___/____ **Time** ___:___

- Repeats:** Does not repeat Every Day
 Weekly on: S M T W R F S (circle one)
 every: 1 2 3 4 5 6 7 8 9 10 11 12 weeks (circle one)
 Monthly on date on day of week on: S M T W R F S (circle one)
 (The **start date** will be used to set frequency based on selection)
 Ending on ___/___/_____

Building Use

- | | | | | |
|--|--|------------------------------|---|-------------------------------|
| <input type="checkbox"/> No Building needs | <input type="checkbox"/> Gathering Place | <input type="checkbox"/> 106 | <input type="checkbox"/> 112 | <input type="checkbox"/> 115 |
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Gym | <input type="checkbox"/> 103 | <input type="checkbox"/> 107 | <input type="checkbox"/> L101 |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> 101 | <input type="checkbox"/> 104 | <input type="checkbox"/> 108/110(Nursery) | <input type="checkbox"/> L103 |
| <input type="checkbox"/> Entire Building | <input type="checkbox"/> 102 | <input type="checkbox"/> 105 | <input type="checkbox"/> 111 | <input type="checkbox"/> 114 |
| <input type="checkbox"/> Audio/Visual Media | | | | <input type="checkbox"/> L104 |
- Off-site Event Address: _____

Description of Event: _____

Brochure/Video Announcement: _____

- Purpose:** Fundraiser Learning Fellowship Wedding
 Other: _____
 *If event is a wedding please see office for additional information.

Submitted by: _____ Phone: (____) - ____ - ____
 Email: _____

Secondary Contact: _____ Phone: (____) - ____ - ____
 Email: _____

Date Submitted: ___/___/_____

Office Use Only

Accepted Declined

Date Event added to calendar ___/___/_____ Approved by: _____

Date Submitter was contacted ___/___/_____ Signature: _____

Submission deadline Policy: All submissions are due **2 weeks prior to initial bulletin/slide announcement publication**, and at least **4 weeks prior to date of event**. Please allow for additional time if significant portions of the building are needed.

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