

BUILDING USE REQUEST FORM

CONTACT PERSON _____ PHONE NUMBER _____

CONTACT EMAIL _____

EVENT _____ DATES OF EVENTS _____

SPONSORING MINISTRY _____ EXPECTED # OF PARTICIPANTS _____

ROOM(S) REQUESTED _____

SET-UP DATE _____ SET-UP TIME __:__ AM/PM TO __:__ AM/PM

TEAR-DOWN DATE _____ TEAR-DOWN TIME WILL BEGIN AT __:__ AM/PM

SET-UP COORDINATOR _____ PHONE NUMBER _____

TEAR-DOWN COORDINATOR _____ PHONE NUMBER _____

EVENT REQUIREMENTS

OUTSIDE USE (OTHER THAN PARKING) Y N IF YES, FOR WHAT USE _____

SOUND TECHNICIAN (REFER TO ITEM #5 BELOW) Y N

MEDIA TECHNICIAN (REFER TO ITEM #5 BELOW) Y N

WILL YOU NEED ASSISTANCE OPENING AND CLOSING THE BUILDING Y N

IF YES OPEN DATE _____ OPEN TIME __:__ AM/PM TO __:__ AM/PM

CLOSING DATE _____ CLOSING TIME __:__ AM/PM

OF TABLES _____ # OF CHAIRS _____

SCC Requirement

1. A completed **Building Use Request Form** is to be turned into the church office ASAP.
2. Set-up and tear-down dates and times are to be strictly adhered to.
3. Upon completion of an event the room is to be returned to its original configuration (furniture placement, etc.).
4. If you will need kitchen supplies (i.e. Cups, paper goods, coffee, etc.) the Coordinator is responsible for checking inventory with Wanda McElroy prior to purchasing additional supplies. All leftover supplies that are to remain at SCC are to be stored in an orderly manner in assigned storage areas.
5. Prior approval is required for a sound or media technician. *Only trained and authorized SCC sound booth personnel are allowed in the sound booth. A sound or media technician may be available for a nominal fee.*
6. Each ministry, event, or groups is responsible to service the bathrooms (including a quick wipe down of counter-tops, refilling bathroom tissue, and emptying all trash before and after use). All trash (especially food) must be disposed of and new trash liners put in the trash-cans.
7. All air-conditioning/heating units must be turned off, lights off, and all doors checked and locked before leaving. The alarm must be set once all people have vacated the building.
8. All outside groups are to furnish their own sound equipment unless otherwise arranged. There may be a sound person available for a nominal fee.

OFFICE USE ONLY APPROVED Y N INITIALS _____