

**BUILDING USE FORM**  
**Member / Internal**

OFFICE USE ONLY:  
Group: \_\_\_\_\_  
Event: \_\_\_\_\_  
Date: \_\_\_\_\_

**EVENT/MEETING INFORMATION**

EVENT/MEETING: \_\_\_\_\_ # OF ATTENDEES \_\_\_\_\_

DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_ SETUP TIME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE/EMAIL: \_\_\_\_\_

EVENT RECURS:  WEEKLY  MONTHLY  QUARTERLY  OTHER \_\_\_\_\_

**FACILITIES REQUESTED** (check all that apply)

FELLOWSHIP HALL\*  KITCHEN  SANCTUARY  CHURCH VAN

FAITH CLASS

\*IF USING FELLOWSHIP HALL, DO YOU NEED PARTITIONS MOVED? \_\_\_Y\_\_\_N  
(SEE REVERSE FOR FELLOWSHIP HALL DIAGRAM)

FRIENDSHIP CLASS

GAP CLASS

JOURNEY CLASS

LACEY MARTIN CLASS

MARY LOTSEY CLASS

TBD CLASS

OTHER \_\_\_\_\_

Fellowship Hall **MUST** be reset per chart on reverse.

**NOTE:** Do not request partitions to be moved unless absolutely necessary;  
**DO NOT** move the partitions yourself.

**COVID REQUIREMENTS**

**All groups using Bethany UMC facilities are required to move furniture back to original location and wipe down surfaces with disinfecting wipes provided. In addition, for your own protection and the safety of others we strongly encourage wearing of masks while on the premises.**

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT**

The undersigned acknowledges receipt of the approved layout of the Fellowship Hall and agrees to leave all rooms and property as found prior to the event. If the Fellowship Hall is requested, applicant agrees to return the Fellowship Hall set up to the approved layout upon the conclusion of the event.

By: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**CHURCH OFFICE USE ONLY:**

Revised 1/14/22

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_