

# BUILDING USE FORM

OFFICE USE ONLY:

Group: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_

MEMBER  NON-MEMBER

## 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
  - FAITH CLASS
  - FRIENDSHIP CLASS
  - GAP CLASS
  - JOURNEY CLASS
  - LACEY MARTIN CLASS
  - MARY LOTSEY CLASS
  - TBD CLASS
  - OTHER \_\_\_\_\_
- KITCHEN
- SANCTUARY

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

## COMMENTS

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## 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, the applicant agrees to return the Fellowship Hall to the approved layout upon the conclusion of the event unless preparing for a second event.

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

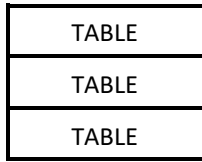
## CHURCH OFFICE USE ONLY:

Revised 09/5/23

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

3 tables, 10 chairs (permanent room)

*Faith Class*

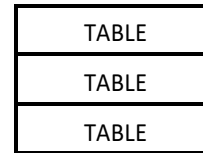


# Warren Belvin Fellowship Hall

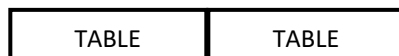
*Set-up diagram*

3 tables, 10 chairs (permanent room)

*TBD Class*



2 tables against the wall between the kitchen doors



### **VERY IMPORTANT:**

### ***KEEP THIS PAGE FOR YOUR INFORMATION***

- Please make sure that tables and chairs allow clearance for partitions—use overhead tracks as guide. DO NOT attempt to move the partitions.
- Unless otherwise approved or setting up for a subsequent event, the fellowship hall **MUST** be re-set according to this diagram, once your event is complete. Contact the Church Office Administrator (804-642-2110) for any questions on set-up. Please report any damage or problems immediately to 804-642-2110.
- Nothing is to be placed on walls or hung from ceiling! No thumbtacks or tape are to be used. Use easels to display posters, etc.
- Remove *all* decorations and dispose of all trash.
- **WHEN LEAVING, RETURN THERMOSTAT SETTINGS AS POSTED (68° F winter; 76° F summer) AND LOCK ALL DOORS**