

**FACILITY USE REQUEST FORM**

Please return completed form to Amanda Newsom in the Church office as far in advance of the date requested as possible to confirm your reservation.

1. \_\_\_\_\_ Date: \_\_\_\_\_  
(Group or Individual requesting use)
2. Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
3. Date(s) Requested: \_\_\_\_\_
4. Time of Day: Begin: \_\_\_\_\_ End: \_\_\_\_\_
5. Member or regular attendee who will present: \_\_\_\_\_
6. I have access to the building (Key) \_\_\_\_\_ I will need access to the building \_\_\_\_\_
7. \*Facilities needed (Please circle all rooms you plan to use):
  1. Fellowship Hall
  2. Kitchen
  3. Parlor
  4. Youth Space
  5. Pavilion
  6. Class Room (Specify which class) \_\_\_\_\_
8. Special needs or request: \_\_\_\_\_  
\_\_\_\_\_
9. Please explain activity to held: \_\_\_\_\_  
\_\_\_\_\_
10. Estimated number of people involved: \_\_\_\_\_

If this request is approved, we the undersigned agree to the following:

1) We agree to clean up the space used and return the space to the way it was when we arrived, and

(For events that occur on Sunday following the worship service)

2) we agree that NO set-up or preparation for this event will take place during the Sunday morning worship time in accordance with the policy established by the Board of Elders of Friedland church.

\_\_\_\_\_  
Signature of Responsible Party

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

\_\_\_\_\_  
email