

BUILDING USE APPROVAL FORM

Today's Date: _____

Staff Approval Date: _____

Purpose: _____

Date & Time Requested: _____ **Number Expected** _____

Contact Person & Phone #: _____

Sanctuary: Yes No
 Additional Seating How many? _____

Fellowship Hall: Yes No

Gym: Yes No
 Bleachers
 Gym Equipment (be specific)

FLC Kitchen: Yes No
(Separate checklist needed for use of kitchen)

FLC Downstairs: Yes No Rooms _____

Other Areas (be specific): _____

Equipment Needed:

- Sound
- Mics
- Projector
- Projector Screen
- Chalkboard/Dry Erase
- TV/VCR
- Chairs: _____ # Padded Burgundy _____ # Metal Folding
- Tables: _____ # Round _____ #Rectangular (6ft)
- Table cloths _____

Special Considerations: _____

Setup Needed: Yes No If yes, please complete proposed room arrangement (back side).

Cleanup Needed: Yes No If no, attach a separate cleanup sheet detailing cleanup.

Special Speaker: Yes No If yes, who _____

Confirmed: Yes No

Special Music: Yes No If yes, who _____

Confirmed: Yes No

Musicians: Yes No If yes, who _____

Confirmed: Yes No

(Over Please)

Proposed Room Arrangement (for setup purposes):

