



St. Paul's Episcopal Church Building Use Form

Please fill out this form for every event and put it in the Rector's mailbox at least one month prior to your event.

Today's date: _____ Event date(s): _____

Name & *description* of event:

Parish ministry or individual sponsoring event: _____

Committee chair and/or contact person for event: _____

What is the beginning and ending times of the event? _____

What time will you start to set up the event? _____

What room(s) will be used for the event? _____

Set up needed for the event (use back of this sheet to sketch it out): _____

Equipment/supplies required:

Request submitted by _____