



## 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 \_\_\_\_\_

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Date reviewed by rector: \_\_\_\_\_

Copies to: Adm Assistant \_\_\_\_ Dir Finance \_\_\_\_ Maintenance \_\_\_\_

Posted to Web Calendar: \_\_\_\_\_