

**Team \* Committee \* Board Building Use Form**  
*(Submit to Church Office to Verify Available Dates and Times)*

Today's Date: \_\_\_\_\_ Team Name: \_\_\_\_\_

Team Leader: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Preferred Telephone: \_\_\_\_\_ cell      home      work      (circle one)

Description of Meeting/Event Name: \_\_\_\_\_

Meeting Room Requested: \_\_\_\_\_

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Meeting Information:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Day: SUN MON TUE WED THU FRI SAT

Meeting Time: From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

Is this a reoccurring meeting? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, on what day of the month? \_\_\_\_\_ Time: \_\_\_\_\_  
*(If your meeting is regularly scheduled, one form will suffice for the entire year)*

**Please note: Teams are expected to set up and clean up from their own meetings. If a special setup is needed, please fill out a green Set-Up Form.**

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Office Use: Date Available: Yes \_\_\_\_\_ No \_\_\_\_\_

Received on: \_\_\_\_\_ By: \_\_\_\_\_

Approved: \_\_\_\_\_ Declined: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_