

**Happy Valley Community Church Building Use Request Form**  
for Personal use or simple meetings (more information or a written proposal  
may be required for more complex issues)

PRINT CLEARLY: Please fill out all information and submit to church office with Deposit

Today's Date: \_\_\_\_\_ (Date submitted) Next Trustee Meeting: \_\_\_\_\_

Name of Person making Request: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ This is a new regular event. Frequency: \_\_\_\_\_

\_\_\_\_\_ This is a special event Total number of attendees: \_\_\_\_\_

\_\_\_\_\_ This is a revision to an event Maximum at one time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

We will be using the building from: Time event begins: \_\_\_\_\_

to: Time event ends: \_\_\_\_\_

Request for additional day/time for set up: \_\_\_\_\_

Describe the event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Room requested: \_\_\_\_\_ Sanctuary \_\_\_\_\_ Outer Fellowship Hall \_\_\_\_\_ Inner Fellowship Hall  
with Kitchen \_\_\_\_\_ Other (please indicate) \_\_\_\_\_

Room set up and equipment needed: \_\_\_\_\_

Unlocking & locking the building

\_\_\_\_\_ from our group has a key and will be responsible for  
locking and unlocking the building.

We will need someone to unlock/lock the building. Contact the church to make  
arrangements.

Supervision:

\_\_\_\_\_ will be in charge. He/she knows the building policies and accepts responsibility for supervision. (NOTE: You are responsible for whoever you let in the building. Contact the church about building use policies.)

Clean up:

- We will clean up after our event and return facilities to pre-event condition.
- We request custodial clean up, if available. Must be pre-arranged.

Fee Schedule:

Building use fee: \$ \_\_\_\_\_  
 Building Facilitator: \$ \_\_\_\_\_  
 Cleaning/Damage Deposit\*: \$50  
 Total: \$ \_\_\_\_\_

\*Deposit will be refunded if no cleaning/damage repair necessary after event. Groups using the church are welcome to donate their refundable deposit to the ministries of the church, if they so choose.

Other Details \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By signing below, I agree that all information is correct and I agree to follow the building use guidelines. It is a privilege to use a house of God and it should be left in as good a condition as when found.

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

OFFICE USE ONLY

Entered on church calendar By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Trustees if necessary: \_\_\_\_\_ Date: \_\_\_\_\_

Unlock/Lock by: \_\_\_\_\_ Date: \_\_\_\_\_

Janitors Notified: \_\_\_\_\_ Follow up after event with Janitors: \_\_\_\_\_

Cleaning Deposit Returned: \_\_\_\_\_

Other Notes: \_\_\_\_\_