

# Sugar Grove Building Request

Date Submitted \_\_\_\_\_ By: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Reserve Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Event Time: From: \_\_\_\_\_ To: \_\_\_\_\_

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

\_\_\_\_\_

## Resources Reserved:

Room(s) \_\_\_\_\_

Furniture \_\_\_\_\_

Audio/Visual \_\_\_\_\_

I accept responsibility to see that the area of the building being used is clean and set up as they were found or for church on Sunday.

\_\_\_\_\_  
(Signature Required) (Date)

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Approved by \_\_\_\_\_ (Date)

Attached are the Building Usage Clean-Up Guidelines for you to complete and return to the office following your activity.