



"Set Free in Christ
to Live & Serve"

West Hills Covenant Church

BUILDING USE FORM

Today's date _____

Event: _____

Date(s) needed: _____

Day(s) of the week: _____

Is this event on-going? Yes, how often: ? daily ? weekly ? monthly ? other: _____

Start Time: _____ Ending Time: _____

You will need to be responsible for your own set up and take down, but we need to know what to reserve:

Room(s) needed: _____

Furniture needed: _____

Equipment /Sound needed: _____

Contact Person: _____

Contact Person's phone number: _____

Contact Person's email address: _____

Do you need a church key? ? Yes ? No

Administrative Needs: *(please contact ASAP Office with specific details)*

? Bulletin/Weekly Update Starting when: _____

? Typing/Publication

? Photocopying

? Other: _____

FOR OFFICE USE ONLY

Checked Calendar ? okay to schedule ? Date Approved _____

 ? conflict, not approved

? Custodian Notified