

BUILDING USE FORM

For Office Use

Committee Contacts: _____

Key to be picked up by: _____

206 W. St. Charles Rd., Villa Park, IL 60181

Phone: 834-2650 Fax: 834-0870

Date Submitted: _____

Please Note: Unless otherwise noted, you are responsible for supplying everything you need that is not listed on this form. You are responsible for set-up and break down of the room(s) used. The appearance of the rooms are to be maintained in their original order. Room(s) are to be left as clean as they were before room usage. If you intend to use any equipment, especially electrical or mechanical, you must speak first with the Chairman of Trustees. All requests for room(s) must be made at least 2 weeks prior to date of activity. The church reserves the right to move the activity to a different room if a church ministry requires that particular room. If you wish to use the sound system, a church trained technician must be used.

Point of Contact for this event _____

Address _____ City _____

State _____ Zip _____ Work Phone _____ Home Phone _____

Ministry/Organization _____ Day _____ Date of Activity _____

Briefly describe activity:

Anticipated number attending activity: _____

Actual time room is needed for set-up and tear down: From _____ To: _____

Actual time of activity: From _____ To: _____

Which room(s) will you need to use?

Wood Hall _____

Kitchen _____

Sanctuary _____

Gym _____

Other Rooms _____

Check additional church owned items needed:

_____ VCR & Monitor

_____ Slide Projector

_____ Sound System in worship area (see section on fees)

_____ Overhead Projector

_____ Vacuum Cleaner

Additional Information: _____

**All HAEFC related ministries (such as worship team, etc.)
do not need to complete the back of this form.*

