

Request for use of Facility

FROM: _____
(Originator) Date submitted _____

THRU: _____
(Originator) Date submitted _____

DATE RECEIVED BY SECRETARY: _____

Date needed back by Originator _____
(Allow 5 – 7 days)

OCCASION: _____

DATES: FROM _____ TO: _____

TIME: FROM _____ TO: _____

AREA TO BE UTILIZED: _____

Please list at least two contact persons and their phone numbers:

1. _____ Phone Number: _____

2. _____ Phone Number: _____

APPROVAL:

Pastor YES NO NEED MORE INFO

Church Secretary YES NO NEED MORE INFO

SIGNATURE _____

RFF 1 FORM