

FRANKLIN ROAD CHURCH OF CHRIST BUILDING/ROOM REQUEST

THIS FORM MUST BE IN THE CHURCH OFFICE TWO-WEEKS PRIOR TO REQUESTED DATE.
- PLEASE REVIEW GUIDELINES BELOW -

Activity: _____

Person responsible: _____

Facility requested: _____ **Date of activity:** _____

Time of activity Beginning: _____ **Ending:** _____

Person making request: _____

GUIDELINES

- **AREA OF USE MUST BE PUT BACK IN SAME CONDITION AS FOUND.**
- **ALL TRASH SHOULD BE BAGGED AND READY FOR REMOVAL.**
- **\$50.00 CLEANING FEE FOR NON-MEMBERS**
- **REQUEST DATE IS NOT GUARANTEED PENDING THE FOLLOWING:**
 - **ACTIVITY REQUESTED**
 - **DATE REQUESTED (THERE IS EXTISTING PLANNED EVENT)**
 - **IF RESPONSIBLE PERSON DID NOT RESPECT AREA IN PRIOR USE**

FOR OFFICE USE:

Received by: _____ **Date:** _____