



For Office Use Only:  
Date:  
Approved/Posted:  
Follow up:  
Budget:

### Scheduling for Building Usage

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

**Requested/Time:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Ministry:** \_\_\_\_\_ **Attendance#:** \_\_\_\_\_

**Designated Space to be used:** \_\_\_\_\_

**Amenities:**

- Key/Alarm Code                      Yes or No
- Kitchen                                      Yes or No
- Childcare                                  Yes or No
- Equipment                                  Yes or No
- Media type                                  \_\_\_\_\_

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

**Usage Parameters:**

- All chairs, tables and other furniture will be returned to their original place
- Tables wiped clean
- Kitchen dishes, etc will be washed, cleaned and put away
- Trash taken to dumpster, if more than inside container can hold
- Carpet and floor cleaned of all debris
- Nursery toys put in order, dirty diapers disposed of, food cleaned away

\_\_\_\_\_  
Signature of requesting ministry leader

\_\_\_\_\_  
Date

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