

Building Use Form – Internal Events Only

Event Name: _____

Event Date & Time: _____

Contact Person: _____

Time In and Out: _____

(This includes set-up and clean-up. Please plan accordingly!)

Please Check Your Requests Below

- Sanctuary
- Chapel
- Merriam Hall
- Small Dining Room
- Allinder Commons/Lobby
- Martenson Parlor
- Marion Hoag Room
- Kitchen
- Full Building Rental
- Projector Screen
- Projector & Laptop
- Speaking for Projector
- PA System (Merriam Hall)
- PA System (Sanctuary)
- Piano (SDR, Sanctuary, Chapel)
- Coffee, Water, Cookies
- Dishwasher

Set-Up Needs - *Please list or draw on back of page.*

Please return this form to Jai upon completion. You may place it in his mailbox.