



CATHEDRAL OF FAITH BAPTIST CHURCH BUILDING USE FORM
OUTREACH BUILDING

NAME OF PERSON REQUESTING USE: _____

CONTACT INFORMATION: Cell _____ Other _____

PURPOSE FOR BUILDING USE

- Checkboxes for Baby Shower, Birthday Celebration, Retirement Celebration, Wedding Shower, Community Event, Ministry Meeting, and Other.

DATE OF FUNCTION: _____

TIME FUNCTION STARTS: _____ ENDING TIME: _____

SET- UP: The building is set-up to accommodate 60 people. This includes 10 (5-foot) round tables, 60 chairs and 2 (8-foot) long rectangle tables.

IMPORTANT: You are responsible for the following:

- Key pick-up and return instructions, decoration rules, and clean-up requirements.

As the person requesting use of this building, I agree to be present for the full duration of this event. My signature below signifies that I agree to abide by ALL of these requirements.

Signature _____ Date _____

Key Picked-up by: _____

Key Returned by: _____

Deposit Rec'd (Date): _____

Deposit Returned to: _____

Front Office Approval (Signature of Pastor/Staff)

Date

Date Rec'd: _____

Rec'd by: _____

Backside of Front page: Building Use Form for Outreach Building - Office Use Only Part 2

ADDITIONAL NOTES:

Date: _____ Comments added by: _____

Comments:

Date: _____ Comments added by: _____

Comments:

Date: _____ Comments added by: _____

Comments:

Date: _____ Comments added by: _____

Comments:
