

Building Use Request

Today's Date: _____

Directions:

1. Contact the WUCC Office to determine availability of the requested space(s) and time.
2. Complete Building Use Request and return to church office for approval.
3. WUCC will approve or deny request in a timely manner.
4. If the request is approved, the event contact person will then complete the appropriate Building Use Agreement contract and any additional forms required.

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Today's Date _____

Organization/Group (User) _____

1. Contact person(s) for User:

Address: _____

Phone: _____ Cell: _____

Email: _____

2. Date(s) or day(s) requested: _____

3. Is this a long-term or recurring event? _____

If yes, Describe: _____

4. Time: From _____ am/pm To _____ am/pm

5. Approximate number of people attending _____

6. Will you be charging an admission/registration fee for this event? _____

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_____ Request Approved _____ Request Denied _____ Partnership Form Offered?

Representative of Wichita United Church of Christ

Date

Explanation of request denial (if necessary):