

**Great Oaks Community Church
Building Use Request Form**

Please submit this form to the church office at least two weeks in advance (one week if you have previously received permission to use our building). A copy of the form or a phone call will be given to you confirming whether your request has been granted.

Name of organization or group _____

Does your group have liability insurance? YES / NO
(Please submit proof when this form is submitted.)

Date(s) Requested _____ Start time _____ End Time _____

Type and purpose of meeting(s) _____

Who is expected to be in attendance? _____

Contact person's name _____ Email address _____

Contact person's Home Phone _____ Work _____ Cell _____

Rooms desired for use _____

Will food be served? YES / NO

Will the kitchen be used? YES / NO

What Kitchen equipment be needed? _____

What other equipment is required for your event? (Basketball goals, chairs, projectors, sound equipment)

Do you desire exclusive use of the facility for your event? _____

Name of responsible adults who will supervise your event

	Name	Home	Cell
1.	_____	_____	_____
2.	_____	_____	_____

I have read GOCC's building use policies and guidelines accompanying this form and will be present during the event to insure they are observed.

Your signature

Date

In the event of problem or emergency, please call 699-6889 or 694-2910

Approval _____ Deposit _____ Rcvd _____ Returned _____
(Back page)

Signatures for repeat usage

Date				
Responsible Adult #1				
Responsible Adult 2				
Signature				