



# EASTSIDE CHURCH OF CHRIST

## BUILDING USAGE FORM

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Please Check the Event Type

- \_\_\_\_ Meeting
- \_\_\_\_ Shower
- \_\_\_\_ Funeral
- \_\_\_\_ Wedding
- \_\_\_\_ Rehearsal
- \_\_\_\_ Program
- \_\_\_\_ Care Group Activity
- \_\_\_\_ Other

### Date(s) for proposed usage:

\_\_\_\_\_ to \_\_\_\_\_

### Please Check All That Apply:

- \_\_\_\_ AUDITORIUM
- \_\_\_\_ FELLOWSHIP HALL
- \_\_\_\_ CLASSROOM(S)
- \_\_\_\_ KITCHEN
- \_\_\_\_ OTHER (Please Specify): \_\_\_\_\_

### Time for proposed usage:

\_\_\_\_:\_\_\_\_ am/pm (circle one)

To

\_\_\_\_:\_\_\_\_ am/pm (circle one)

### **Do you have audio / visual needs? (if so, explain in detail)**

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### Contact Information:

(PLEASE FILL OUT COMPLETELY)

- Name: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_

### **Describe your event below:**

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**PLEASE RETURN THE COMPLETED FORM TO DEACON GARY JONES JR.**