

## PCF Ministries Building Use Request Form

Return completed form to PCF Office. Form is required for building & grounds use.

Today's Date: _____	Ministry: _____
Ministry Leader: _____	Ministry: _____
Cell Phone: _____	Email: _____

<b>Is this request for:</b>			
_____ A one-time event?	Date/Time of event: _____		
_____ An ongoing event? (Submit Schedule)	Start Date: _____	End Date: _____	
	Frequency of event: _____		

<b>Briefly Describe Event:</b>

<b>Area/Room(s) Requesting to Use:</b>	
_____ Sanctuary Area	_____ Lower Level - Multipurpose Room
_____ Gym Area	_____ Lower Level - CE Ministry Office
_____ Kitchen	_____ Lower Level - Youth Room
_____ Conf. Room 1	
_____ Nursery	_____ GROUNDS

[For office use only]:	
Date Request Received: _____	
Date Approved: _____	
Approved by: _____	

This form is to be used by all PCF Ministries who desire to use the building and/or grounds for meetings and activities. Submitting this Request will eliminate any conflicts with other ministries/groups approved to use the building. Please submit this form to the church office **NO LATER** than one week before your meeting/activity. You will receive an email from PCF Office if/when the Request is approved.