# Building Use Form

**Event**

Your Name_________________________________________________________Phone________________________________

Committee/Group__________________________________________________________________________________________________

Contact Person (outside groups)_________________________________________________________Phone________________________________

Email ________________________________________________________________________________

Date of Use__________  Arrival Time ____________ Time of Event - from_______to_______

Room(s)______________________________________________________________________________________________

Number of People___________

**Meal Information:**

Lunch _____ Dinner_____ Other_____ Serving Time_____

Buffet _____ Sit-Down_____ Dishes/Glassware from Second_____ Cutlery from Second_____  

Table Covers: Type: Round Plastic _____Round Paper _____Plastic Roll _____ Placemats _____

Coffee _____ Tea_____ Water_____ Juice_____ Trash Cans_____ Dish Carts_____

Meal Charge___________

Who will provide food?________________________________________________________________________________________

Menu:_____________________________________________________________________________________________________

**Set-Up:**

Tables__________ Chairs___________

Arrangement of Room  (Draw set-up on back)______________________________________________________________________

Podium and Microphone_____  Audio Visual: Screen_____  Projector ____(Internal use only)

Registration Table_____  Flip Chart/ Markers_____  Easel_____  Other ___________

**Expense Report:**

Budget/Account to Charge (Internal) _________________________________________________________________________

Room Cost (outside groups)       $__________

Custodial Fees ($20 per hour, outside groups) # hours _____ =   $__________

Coffee($.50 per cup) # cups_____ =   $__________

Tea/Hot Water/Packet Tray ($.25 per cup) #cups______ =    $__________

Table Covers ($4 each for round paper; $3 each for round plastic) # covers____= $__________

Total         $__________

How will payment be received by Second? (outside groups)_______________________________________________________

Complete and give copies to Marsha Kirsch and Willie West.