

Evangelical Covenant Church of LeRoy  
Building Use Request Form

FORM MUST BE COMPETED, SIGNED AND TURNED IN TO THE OFFICE BEFORE  
EVENT CAN BE PUT ON THE CALENDAR

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Event: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

Will Need: (Check all that apply)

\_\_\_\_\_ Sanctuary~\$100.00 (no charge for active members)

\_\_\_\_\_ Fellowship Hall~\$100.00 (no charge for active members)

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Sound Equipment & Operator~\$50.00

Name of Operator \_\_\_\_\_

\_\_\_\_\_ Pianist~\$50.00 Name of Pianist: \_\_\_\_\_

\_\_\_\_\_ Organist~\$50.00 Name of Organist: \_\_\_\_\_

\_\_\_\_\_ Parsonage

\_\_\_\_\_ Borrowing Chairs - # needed \_\_\_\_\_ (only metal folding chairs)

\_\_\_\_\_ Borrowing Tables - # needed \_\_\_\_\_ (only long folding tables)

\_\_\_\_\_ Other Needs \_\_\_\_\_

\_\_\_\_\_ Estimate of how many people will be attending

(we need to now how many tables to set up)

\_\_\_\_\_ Clean-up Crew~\$50.00 - Name: \_\_\_\_\_

\*Payment required prior to event.

Signature \_\_\_\_\_

Date signed \_\_\_\_\_

Trustee \_\_\_\_\_

Date Signed \_\_\_\_\_

Payment Received: \_\_\_\_\_