

Building Usage Request

*Prior to completing this form, please call the CRLC office at 440-526-2303
to verify your requested date & time is available.*

Requested Date _____ Request Number _____ Requested Time _____ to _____

Frequency of Use One time Multiple Use *explain on reverse side*

Requested Room Fellowship Hall Lounge
 Kitchen Vestry
 Sanctuary Classroom _____
 Gathering Space Other _____

in attendance _____ Room set-up Standard
 Special *explain on reverse side*
 Candlelabras (sanctuary only)

Organization Name _____
 For Profit
 Non-profit

Please explain purpose of organization:

Contact Person _____ Position _____

Address _____

Phone _____ E mail _____

Total Fee Due _____ Fees Waived, reason _____ Paid / Date _____ / _____

*All fees must be paid in full at time of request. Fees subject to change January 2008.
Contact Person is responsible for any damage and repair fees.
CRLC members making a request must be present for the event.
Arrangements to get into the building must be made with Sue Mack 1 week prior to the event
and may involve picking up a key during office hours on the day of the event or at an earlier time.*

I have read the Building Usage Guidelines and will adhere to them.

Signature _____ Date _____

Return this form to the CRLC office, attention Sue Mack.

for office use only

Approval Date _____ Approved by _____