

The Evangelical Covenant Church of LeRoy
Building Use Form

FORM MUST BE COMPLETED, 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 (for non-members and inactive members)

_____ Fellowship Hall~\$200 (for non-members and inactive members)

_____ Kitchen

_____ Sound Equipment Operator~\$50

Name of Operator _____

_____ Pianist~\$50 Name of Pianist: _____

_____ Organist~\$50 Name of Organist: _____

_____ Borrowing Chairs - # needed _____ (only metal chairs)

_____ Borrowing Tables - # needed _____ (only long folding tables)

_____ Other Needs _____

_____ Estimate of how many people will be attending

(We to know how many tables and chairs to set-up)

_____ Clean-up Crew ~ \$50 Name: _____

*Payment required prior to event.

Signature _____ Date signed _____

Trustee _____ Date signed _____

Pastor _____ Date signed _____

Payment Received: _____

****If using the facilities for a Memorial, there is no charge. Donation only.****