

# LeRoy Covenant Church

## Building Use Form

Form must be completed, signed and turned into the Office before an event can be added to the church calendar.

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Date(s) Needed: \_\_\_\_\_ Estimate of # attending: \_\_\_\_\_

Will Need: (Check all that apply)

Sanctuary	\$200 (for non-members & inactive members)
Fellowship Hall	\$300 (for non-members & inactive members) Includes use of tables and chairs.
Kitchen	No charge
Sound Equipment & Computer Operators	\$75/\$150 Names: (\$75 for one operator, \$150 for both operators. Must be LeRoy Covenant Church Operators.)
Pianist/Organist	\$75 Name of pianist and/or organist:
Secretary	\$100 (When bulletins & screen slides are needed)
Pastor	\$200 (Must be LCC Pastor or LCC-approved officiant)
Cleaning	\$100 (Required for non-church special events)
Borrowing Chairs	# Needed (only metal chairs)
Borrowing Tables	# Needed (only long folding tables)
Other Needs:	

Signature of user: \_\_\_\_\_ Date signed: \_\_\_\_\_

Trustee: \_\_\_\_\_ Date signed: \_\_\_\_\_

Office: \_\_\_\_\_ Date signed: \_\_\_\_\_

Over for Building Use Rules
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Note: Payment is required prior to an event. Date Payment Received: \_\_\_\_\_ Initialed: \_\_\_\_\_

**\*\*If unable to make these payments, please contact the church/pastor in-person, or call 231-768-5011.\*\***

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