

Building Request Form

Return completed form to the church office; please print in ink



St. Mark

Today's Date: _____ Room (s) Requested: _____

Dates and Times Requested: _____

Group / Event: _____

Contact Person: _____

Phone Number: _____ Email: _____

Address: _____

If requesting repeating events please fill in the following:

Start Date: _____ End Date (no more than 1 year): _____

It is understood that the group above will clean the rooms used, take out the trash, turn off the lights, and lock any doors when they are finished. Also, Church activities and those affiliated with the church will have priority over other events. Failure to comply with these terms may lead to a cleaning fee and non-use of the building in the future.

Office use only

Entered by: _____ Date: _____

