

ONE-TIME EVENT BUILDING USE FORM
Plymouth Congregational Church of Fort Wayne, UCC

Group/Organization _____ Event Date _____ Calendar _____

MEETING INFORMATION (Please PRINT)

Event Date	Day of Week	Time	Event

Building Use Fees

Outside Groups Damage Deposit: \$125 Custodial Fee: \$75
Inside Groups Damage Deposit: waived Custodial Fee: \$50

The undersigned agrees to the receipt and to the terms of building usage as outlined in the Building Usage Policy and hereby accepts responsibility for the adherence to the policies by all members and guests of the group/organization

*Signature _____ *Today's Date: _____

*Contact Name (print) : _____ *Phone: _____

*Email: _____ Anticipated Number Attending: _____

Purpose of Function: _____

Our group will bring coffee to serve _____ people Plymouth Custodian to make coffee at _____
(time)

Set Up Needs (please check appropriate boxes)

LOCATION	Please check	Equipment Needed	Please Check	Tables/Seating	Number Needed
MAIN FLOOR		Microphone/PA System		Round Tables	
Folsom Room		Podium		Chairs	
Sanctuary		Easel(s) Needed _____		Long Tables	
First-Floor Kitchen		Dry Erase Board (markers not provided)		Food Tables	
Chapel		Projector		Display Tables	
Mayflower Room		Screen		Registration Tables	
Amistad Room				Coffee Urns (Coffee & supplies are not provided)	
Oasis Room					
UPSTAIRS		Notes:			
Choir Room					
Room 201, 203, or 205					
Conference Room					
DOWNSTAIRS					
Youth Lounge					
Downstairs Kitchen					

Please note any specific instructions you wish our custodians to follow when setting up for your function. (You also may include a diagram of your setup preference on the back of this form): _____
