

REQUISITION FOR USE OF BUILDING FACILITIES (Green Sheet)

Date of Function: _____

Date of Requisition: _____

Name of Organization/Committee _____

Type of Function _____ Approx Attendance: _____

Time of Function _____ to _____ Preparation hours _____

Time range of any deliveries: _____ to _____

(For Youth Groups) Who will Supervise _____

Please circle:

Social Hall

Kitchen

Youth Lounge

Sanctuary

Museum

Courtyard

Lobby

Library

Lower Conference Room

Upper Conference Room

Classroom # _____

Contact Person _____

Cell# _____

Home phone _____

Work phone _____

Please list what you will require: (i.e. kitchen equipment to be used, long or round tables, chairs, coffee/tea set-up, dishes needed, screens, microphone, podium, etc.)

Please list any other information that might be helpful to the custodian for your function. A diagram of seating arrangements would be helpful for any detailed affair.

Signature of Requestor