

Royal Lane Baptist Church

Building Use Form

Name of Organization or Group _____

Today's Date _____ Date of Activity _____

Time of Activity _____ Time Building To Be Open _____

Nursery Needed: () Yes () No Time Nursery To Be Open _____

Room Set-Up:

A. Room _____

B. # Chairs _____ #Tables _____

C. Layout for Tables & Chairs (diagram) - see back of form

D. Extra Equipment _____

() Whiteboard () Projector () Slide Projector

() Screen () Microphones () Podium

E. () Coffee () Tea () Water for # _____ people

F. If meal is served: Time cook will be in _____

G. Tables Covered: () Yes () No

H. Dishes: () China () Paper

I. Time building(s) need to be ready for decorators _____

Time activity will be over _____

Person in charge of activity _____

Phone _____

SPECIAL INSTRUCTIONS: _____

Approved _____ Copied to calendar _____

Copies given to: Mike Hurder _____ Rosa Barrientos _____