**Building Use Setup**

Group Name/Committee:

Contact Name & Phone No:

Event/Start Date:

Hours of Event: AM/PM to AM/PM

Recurring Event (e.g. every Thursday, every first Wednesday, 2nd and 4th Tuesday’s of every month, etc.):

**What rooms will you be using?**

Sanctuary Fellowship Hall

Choir Room/ Nursery Library/Round Room

Green/Red Room Offices

Foyer

**Will you be using the Kitchen?**

Yes

No

**Would you like Heat/Air Conditioning?**

Yes

No

**Room Setup:** Describe how you would like the room set up. Number of chairs

and tables? TV? Screen? (Please feel free to make a sketch)

Text, call or email Adam Feldman with questions or concerns at (267) 517-1456 and akf9708@gmail.com