

JPMCI

JESUS PEOPLE MINISTRIES CHURCH INT'L

Date of Application: _____

STANDARD MEETING OR FUNCTION--APPLICATION FOR BUILDING USE

Please use this form when requesting space for a standard Department meeting or function. Submit through your Staff Leader, at least 2 weeks in advance. Please be advised that you may be assigned an alternate space, at the discretion of Executive Administration.

Date of Meeting: _____ Day of Week: _____

Time of Meeting: _____ AM/PM to _____ AM/PM

If a range of dates is needed, enter beginning and ending dates in the spaces below:

Start Date: ____/____/____ End Date: ____/____/____

CHECK AREA(S) TO BE UTILIZED (Available areas listed below)

Multi-Purpose Kitchen (no cooking on property): Library
 Choir Room: Sanctuary/Auditorium (no food/drinks) Other (specify below)
 Grounds only (please specify location: parking lot, basketball courts, etc.)

Specify Purpose of Meeting: _

By submitting this application I assume full responsibility for maintaining good condition of the facility.

Name of Group Leader: _____ Contact number _____

Department Name: _____

Special notes:

Approved Disapproved _____
Staff Leader Date
 Approved Disapproved _____
Executive Administrator Date
 Approved Disapproved _____
Facilities Manager Date

Alternate space: (if necessary) _____