BETHEL A.M.E. CHURCH
BUILDING USE REQUEST

Request(s) for building use are to be submitted to **Building and Grounds Chair/Mailbox** no later than two (2) weeks prior to the scheduled event and at the beginning of the Conference Year for al regular meetings and events to be held at the church. Verify approval with the Church Office prior to making announcements or distributing printed material.

Organization/Committee_____Date Submitted_____

Contact Person_____Phone Number_____

Event_____Date of Event_____Time of Event_____

Special Guest(s)/Speakers_____# People Expected_____

Space Requested (Check all that applies)

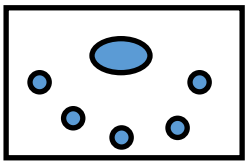
( )	Sanctuary	( )	Parlor
( )	Fellowship Hall (Front Half)	( )	Library
( )	Dinning Area (Rear Half)	( )	Choir Room
( )	Chapel Hall	( )	Kitchen
( )	Other_____		

Kitchen Equipment/Materials Needs ( ) Yes ( ) No
(PLEASE CONTACT OFFICE)

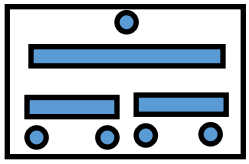
Room Setup (Please Circle one)

Attach a separate sheet if needed

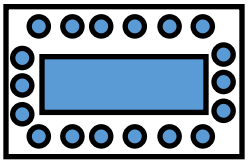
Theatre



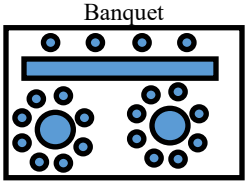
Classroom



Conference



Banquet



Other

_____# Chairs _____# Tables _____# Microphone(s) _____Projector _____Other

If this is a recurring event, list the month, day/dates, and year for the entire Conference Year

Month	Date	Year	Month	Date	Year	Month	Date	Year