

EVENT/FACILITY USAGE REQUEST FORM

*This form must be completed for all events sponsored/endorsed by fivestones.
In addition, this form must be completed for any activity to take place at a fivestones facility.*

today's date ___/___/___ name of event _____
sponsoring department _____
date of event ___/___/___ time of event ___:___ am/pm - ___:___ am/pm
contact person _____ relation to church _____
contact phone number _____ - _____ - _____ email _____

promotion/announcement needed? (check all that apply)

pre-service announcement
 sign-up sheet
 invitation
other _____

location

where?

transportation needed? (please explain)

Estimated Expense Requested: \$ _____

additional information

FOR OFFICE USE

approval
name _____ date ___/___/___



fivestonesCHURCH