

# Building Use Request

Date



## Contact & Event Information

Event Date	
Event Time	
Where (Wesley Hall, etc.)	
Who-Group using	
Contact Person	
Contact Person phone	
Email contact	
Key Issued (do not make copies of keys or give to other persons)	Date issued: To:
Purpose	

## Answer use questions yes/no

<input type="checkbox"/> using kitchen	<input type="checkbox"/> user will set up own tables/return to original set up
<input type="checkbox"/> food preparation	<input type="checkbox"/> user clean up
<input type="checkbox"/> table set-up requested	<input type="checkbox"/> clean up requested by custodians

