



# BUILDING / EQUIPMENT USE FORM

Requested Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Requested Time: \_\_\_\_\_ until \_\_\_\_\_

Group requesting building and/or equipment use: \_\_\_\_\_

Are you a member of Grace Free Church?  Yes  No

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address, City, State, Zip Code

Type of Activity: \_\_\_\_\_

## BUILDING USE

*Please check all rooms or areas that you would like to use.*

- |  |                                      |   |                                  |
|--|--------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Sanctuary   | <input type="checkbox"/> The Upper Room | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Classrooms A    | <input type="checkbox"/> Classroom B | <input type="checkbox"/> Nursery        | <input type="checkbox"/> Library |

## EQUIPMENT USE

*Church equipment may be removed from the building with approval.  
Please list the amount of each type of equipment you would like to use.*

- |   |                                 |  |                                   |
|---|---------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Folding Chairs<br><small>Unpadded only</small> | <input type="checkbox"/> Tables | <input type="checkbox"/> Coffee Makers | <input type="checkbox"/> Roasters |
|---|---------------------------------|--|-----------------------------------|

Will any of this equipment be removed from the church building?  Yes  No

If so, where will the equipment be used?: \_\_\_\_\_

PLEASE NOTE: reservations are on a first-come basis. Submission of this form does not guarantee a reservation of the requested building or equipment use.

By signing, I understand and accept my role as the responsible party for this agreement, and will adhere to the attached usage policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*Please return completed form to the church office.*

Grace Evangelical Free Church | 211 11th Ave. SE, Elbow Lake, MN 56531  
218.685.4679 | [www.gracefree.church](http://www.gracefree.church)