

KINGSLEY BUILDING USE FORM

(Give a copy to Becky in the front office)

Activity: _____

Date(s) of Activity: _____

Location Needed: _____

Contact Person w/ T#: _____

Set-Up Instructions:

Date & Time: _____

Furniture: _____

Other Equipment: _____

Miscellaneous: _____

Delivery: (If applicable)

Date & Time: _____

Number of Items: _____

Location Needed: _____

Clean-Up/Take Down:

Date & Time: _____

Special Arrangements: _____

Other information/instructions for office and/or custodians: (Use reverse side if needed)

For Office Use Only:

Date Request Received: _____