

Eastside Church of Christ First & Miller

Facilities Use Request Form

Event Date(s): June 3, 2022
Event Name: Eastside Child Development Center Graduation Program
Person Responsible for Event: Marcia Warren
Email: MarciaWarren70@yahoo.com Phone Number: 412-999-5177

Room(s) requested for event: Church Worship Building & Fellowship Hall
(Note: You will not have access to any part of the building other than the room(s) you specifically request.)

Actual Time of Event: 5:00 P.M.
Opening Time: 5:00 P.M. Closing Time: 8:00 P.M.
Number of People: 100 Frequency: _____

Furniture Set Up? ☐ Yes ☒ No

Describe needs (include diagram if needed) _____

Audio/Visual System? ☒ Yes ☐ No

Will you need a clean-up custodian? ☐ Yes ☒ No, we will clean up afterwards.

Type of Event: ☒ Church Ministry (No Fees) ☐ Non-Church Ministry (Fee)

Note: All functions that are recognized ministries of Preston Road Church of Christ are provided without charge. Any other functions do require fees or at minimum a deposit to guarantee adequate supervision and cleanup. The Facilities Supervisor makes the determination of fees and deposits.

I understand my responsibilities and obligations in using this facility as outlined in the Building Use Policy. I will take great care to insure the facility is presentable for the next scheduled event.

Signature Marcia Warren Date 5/17/2022

Office Use: Check Number: _____ Received On: _____ Accepted By: _____

Eastside Church of Christ First & Miller

Facilities Use Request Form

Event Date(s): June 25 2022 - Saturday
Event Name: Zophie Birthday Party
Person Responsible for Event: Paula Diaz
Email: Pauladiazml6@gmail Phone Number: (214) 931-4166

Room(s) requested for event: Cafeteria
(Note: You will not have access to any part of the building other than the room(s) you specifically request.)

Actual Time of Event: 3-9 pm
Opening Time: 3 Closing Time: 9
Number of People: _____ Frequency: _____

Furniture Set Up? ☒ Yes ☒ No
Describe needs (include diagram if needed) _____

Audio/Visual System? ☐ Yes ☒ No
Will you need a clean-up custodian? ☐ Yes ☐ No, we will clean up afterwards.

Type of Event: ☐ Church Ministry (No Fees) ☒ Non-Church Ministry (Fee)
Note: All functions that are recognized ministries of Preston Road Church of Christ are provided without charge. Any other functions do require fees or at minimum a deposit to guarantee adequate supervision and cleanup. The Facilities Supervisor makes the determination of fees and deposits.

I understand my responsibilities and obligations in using this facility as outlined in the Building Use Policy. I will take great care to insure the facility is presentable for the next scheduled event.

Signature Paula Diaz Date March 29 2022

Office Use: Check Number: _____ Received On: _____ Accepted By: _____