

BUILDING USE REQUEST

Short North Church

25 W. 5th Avenue

Columbus OH 43201

For Staff Use

Date of Event _____ Room assigned _____

Copy to: ___ Set up Staff ___ Kitchen Committee

Other _____

Please submit to Terese Loudner at tloudner@north-broadway.org at least 3 weeks prior to event

Event _____ Date of request _____

Your Name _____

Your Phone _____ Your e-mail _____

Your group or organization _____

Single Event: Date _____

Setup Time _____ Event Time (begin) _____ until (end) _____

Regularly Scheduled Event: Day _____ Weekly ___ Monthly _____ Date it ends _____

How many people will attend? _____

What room/type of space are you requesting? _____

Please check all that you will require. Resources not requested on this form may not be available. If you have a guest presenter, please verify their needs in advance.

_____ Tables (indicate quantity) _____ round _____ rectangular

_____ Chairs how many? _____

Please diagram on the back of this sheet how you would like tables and chairs arranged; if requesting multiple rooms, please provide a diagram for each space you will be using.

_____ Media Projector (Please bring your own laptop) ___ Sound for Media Projector _____ Easel(s)

_____ Microphone for speaker _____ Podium for speaker _____ TV/DVD player

_____ Internet Access (limited availability, must arrange in advance)

Other requests _____

Do you need to arrange for child care? _____ Yes _____ No *All Child care must meet Short North's Safe Sanctuary Requirements Maybe additional cost.*

Are you serving food? _____ Yes _____ No Beverages? _____ Yes _____ No

If yes, is it _____ Catered? _____ Potluck? _____ to be prepared by Short North Kitchen Committee

Do you require use of a kitchen? _____ Yes _____ No

Is this a fundraiser? _____ Yes _____ No If yes, what are the funds being used for? _____

I have read and agree to the attached Building Usage Guidelines:

Signature: _____ Date: _____

Building Use Fee _____ Paid by _____ Date paid _____

updated February 2016