



FOR OFFICE USE ONLY

_____ ACCEPTED

_____ DENIED

_____ INITIALS

BUILDING USAGE FORM

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____ PHONE #: _____

BUILDING NEEDED: _____ WESTFIELD SITE

_____ BROCTON SITE

ROOM NEEDED: _____ CHURCH

_____ HALL

_____ CLASSROOM

(PLEASE SPECIFY) _____

_____ KITCHEN

DATE(S)/TIME(S) NEEDED: _____

REASON FOR USE: _____

THIS FORM MUST BE TURNED IN AND ACCEPTED BEFORE ANY MEETING OR FUNCTION IS TO BE ADVERTIZED OR CONDUCTED. ELIGIBILITY IS BASED ON SCHEDULE AND OTHER FUNCTIONS SUCH AS FUNERALS AND RELIGIOUS EDUCATION PURPOSES. YOU WILL BE NOTIFIED IF THIS APPLICATION HAS BEEN ACCEPTED.