

# WPC Building Usage Request Form (BUF)

NOTE: Fill out and return to office for approval at least **30 days** prior to the requested date.  
This form reserves the room you want to use as well as to set the HVAC if needed.

NAME OF EVENT: \_\_\_\_\_

Group/Committee/Person Requesting Space: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ [ ] WPC Member [ ] Non-member

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

Phone: (daytime) \_\_\_\_\_ (evening) \_\_\_\_\_

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

ONE-TIME Event: Date: \_\_\_\_\_

Time of event: \_\_\_\_\_ to \_\_\_\_\_ Access needed: Open: \_\_\_\_\_ Close: \_\_\_\_\_ Est. # of People: \_\_\_\_\_

RECURRING Event: (If this is a recurring event please list below how i.e. weekly on Mondays, Monthly on 3rd Wednesday, etc.)

[ ] weekly on: \_\_\_\_\_(day) Time of event: \_\_\_\_\_ Access needed: Open: \_\_\_\_\_ Close: \_\_\_\_\_

[ ] monthly on: 1st / 2nd / 3rd / 4th / 5th \_\_\_\_\_(day) Time: \_\_\_\_\_AM / PM

Other (explain): \_\_\_\_\_

Rooms Requested ( \*air conditioning not available in that room)

[ ] Sanctuary [ ] Parlor [ ] Chapel [ ] Fellowship Hall [ ] Kitchen [ ] Morgan Room

[ ] 3rd Floor Conference Rm [ ] \*Library \*Parish House Classrooms [ ] Lower Level [ ] Upper Level

[ ] Choir Room [ ] Other: \_\_\_\_\_

Special Requirements

Instruments [ ] Organ (available only in Sanctuary) [ ] Piano (available in Sanctuary, Chapel, Fellowship Hall, and Morgan Room)

Equipment [ ] Microphone [ ] Lectern [ ] Projector to hook up laptop [ ] Screen [ ] Sound System

Furniture [ ] Chairs #\_\_\_\_\_ [ ] Round Tables #\_\_\_\_\_ [ ] Oblong Tables #\_\_\_\_\_

Please draw a diagram of any special set-up on the back of this form.

Special instructions \_\_\_\_\_

Rental Fee (total due one week prior to the event): \$ \_\_\_\_\_

Additional Fees: Deposit \_\_\_\_\_ Custodial Fees: \_\_\_\_\_ Other: \_\_\_\_\_

Signatures

Person Requesting: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Person to open/close: \_\_\_\_\_ Have key? \_\_\_ Code? \_\_\_\_\_

Distribution: [ ] Office [ ] Bldgs. Mgr. [ ] Finance [ ] Sponsor [ ] Other: \_\_\_\_\_

Office Check: [ ] HVAC SET [ ] BUF Calendar Marked [ ] Scanned [ ] Attached Profile [ ] Filed Binder

HALLWAY →

STAGE

STAGE CURTAINS

KITCHEN  
DOOR

HUTCH

KITCHEN  
DOOR

HDCP  
BTHRM

EXIT

MALVERN LANE  
ENTRANCE