

REQUEST FOR PERMISSION TO USE CHURCH/SCHOOL PROPERTY

(requests by Zion groups, boards and other organizations)

Date: _____ Space Required from _____ a.m./p.m. to _____ a.m./p.m.

For recurring events, please describe (i.e. "Every Third Monday") _____

Time: _____ a.m./p.m. to _____ a.m./p.m. Estimated Attendance _____

Activity/Event: _____

Specific Areas Needed _____

Equipment Needed/ Special Set-Up Instructions _____

Are Kitchen Facilities Required? YES ____ NO ____

If yes, what will be needed (Note: if refrigerators, freezers, dishwashers or other major equipment is requested, the Lunch Program Manager (school year) or ECE Director (summer) must also approve the usage)?

Kitchen Approval _____ Date _____

Custodial Staff Needs: _____

Custodians Notified (date) _____ (who) _____

Request Made By _____
(Name & Board or Organization)

Calendar Clear? _____ Notes: _____

Leadership Team Approval: YES ____ NO ____ Date _____

Notes: _____

APPROVAL CONTACT MADE: _____
Date

YOU WILL BE CONTACTED AFTER APPROVAL HAS BEEN GIVEN FOR YOUR EVENT.