



Wauwatosa Presbyterian Church  
**Building Use Request Form**  
**CHURCH EVENTS**

**EVENT NAME** \_\_\_\_\_

*(As it will appear on calendar)*

**EVENT DAY OF THE WEEK** \_\_\_\_\_ **EVENT DATE** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**EVENT TIME** From \_\_\_\_\_ am/pm Until \_\_\_\_\_ am/pm

**EVENT WILL REPEAT** \_\_\_\_ Daily \_\_\_\_ Weekly \_\_\_\_ Monthly \_\_\_\_ Other

*(If multiple dates or locations, list all in space below)*

**SET UP DATE AND TIME** \_\_\_\_\_

**CLEAN UP DATE AND TIME** \_\_\_\_\_

**PREFERRED ROOM** \_\_\_\_\_

*(If event is offsite, please indicate host name, address and contact information in space below)*

**SECOND CHOICE** \_\_\_\_\_

**ESTIMATED # ATTENDING** \_\_\_\_\_

**CUSTODIAN SET UP FORM** \_\_\_\_ Completed and attached \_\_\_\_ Not needed

**AUDIO/VIDEO REQUEST FORM** \_\_\_\_ Completed and attached \_\_\_\_ Not needed

**REQUESTER'S NAME** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**WOULD YOU LIKE THIS EVENT TO BE PUBLICIZED BY WPC?** \_\_\_\_ Yes \_\_\_\_ No

**ALL FORMS GIVEN TO OFFICE MANAGER ON** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Added to Church Building Calendar on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ By \_\_\_\_\_

Set Up Form given to Custodian on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ By \_\_\_\_\_