



**BUILDING REQUEST FORM**  
Information Sheet  
(This is not a Contract.)

**COMPANY NAME:** \_\_\_\_\_

**REPRESENTATIVE:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Evening #:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_

**TIME OF EVENT:** \_\_\_\_\_

**TIME OF SETTING UP:** \_\_\_\_\_

**BUILDING OR AREA DESIRED:** \_\_\_\_\_

**PURPOSE OF RENTAL:** \_\_\_\_\_

**OTHER SPECIAL REQUESTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALL BUILDING USAGE REQUIRES A WRITTEN CONTRACT.**

.....**FOR OFFICE USE ONLY**.....

**Number of Security Required:** \_\_\_\_\_ **Time of Arrival:** \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVED:** \_\_\_\_\_

**REJECTED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_