

**BEN HUR SHRINE CENTER**  
**Building Use Request Form**

Today's Date: \_\_\_\_\_

Unit/Club/Other Making Request: \_\_\_\_\_

Function: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s): \_\_\_\_\_

**Preference(s)**

Ben Hur Center (All): \_\_\_\_\_

Multi Purpose Room: \_\_\_\_\_

Kitchen: \_\_\_\_\_

Auditorium: \_\_\_\_\_

Parking Lot: \_\_\_\_\_

Meeting Room(s): A: \_\_\_\_\_ B: \_\_\_\_\_

C: \_\_\_\_\_ D: \_\_\_\_\_

Requested By: \_\_\_\_\_

(Print Name): \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ **Email:** \_\_\_\_\_

Additional requests should be made separately and forwarded to the Colonel of the Units for Potentate's review and approval.

Upon approval a copy of this request will be forwarded to Unit/Club/Other making request for their records.

Any fundraising request(s) must be filled out separately on the proper form and submitted to the Chairman of the Ways and Means Committee (Chief Rabban) for review and the committee's recommendation for the Potentate's approval.

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**Potentate, Ben Hur Shrine**