

**BEN HUR SHRINERS - BUILDING USE REQUEST FORM**

Submit this completed form to the Records office. The form will be logged in and a copy will be forwarded to the Colonel of the Units. If no conflicting dates and times are on file, the Colonel will forward the request to the Potentate for Review and to the Chief Rabban for approval (if the request is for an event, time, date or activity not within current usage guidelines the request may be referred to the Board of Directors for approval). Each request for a reserved date or activity must be made separately. Any activity that is a fundraiser, must have a separate fundraiser form filled out and submitted for the event.

Date of Request\_\_\_\_\_

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

Date(s) Use of Building\_\_\_\_\_

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

Part of Building Requested to be Used:

Entire Building (ALL)\_\_\_\_\_ Board Room(BR)\_\_\_\_\_

Multi Purpose Room(MP)\_\_\_\_\_ Small Conference Room(SC)\_\_\_\_\_

Kitchen(K)\_\_\_\_\_ Center Hall(CH)\_\_\_\_\_

Auditorium(AU)\_\_\_\_\_ Auditorium Bar(AB)\_\_\_\_\_

Unit Meeting Room(UM)\_\_\_\_\_ Parking Lot(PL)\_\_\_\_\_

Requested By (Print) \_\_\_\_\_ Title\_\_\_\_\_

Phone\_\_\_\_\_ Email\_\_\_\_\_

Person responsible to set up/take down and clean up\_\_\_\_\_

Phone\_\_\_\_\_ Email\_\_\_\_\_

Date received in Recorder's Office\_\_\_\_\_

Date forwarded by the Colonel to the Potentate and Chief Rabban\_\_\_\_\_

Approved \_\_\_\_\_ Not Approve\_\_\_\_\_

Chief Rabban\_\_\_\_\_ Date\_\_\_\_\_