

**CLASSROOM(S)  
Use Agreement Form**

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

Person making the request: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Date of event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Time of the event: \_\_\_\_\_ Hours needed: \_\_\_\_\_

Description of the event, including persons involved:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facilities equipment needed:

\_\_\_\_\_ Marker boards

\_\_\_\_\_ Specific area needed \_\_\_\_\_

\_\_\_\_\_ Room set up (chairs & tables, lecture layout) \_\_\_\_\_

Other special arrangements: \_\_\_\_\_  
\_\_\_\_\_

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Responsible Party (group representative): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

UBC Building Representative: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*I agree to the terms of these arrangements. I also have read and agree to abide by the procedures and guidelines specified for the use of this space.*

Signature of Group Representative: \_\_\_\_\_

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

Fee: \$ \_\_\_\_\_

Payment due (one week prior to event): \_\_\_\_/\_\_\_\_/\_\_\_\_

Total amount made payable to University Baptist Church: \$ \_\_\_\_\_

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OFFICE USE

Paid on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received by: \_\_\_\_\_

Damage deposit: \$ \_\_\_\_\_

Date paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date returned: \_\_\_\_/\_\_\_\_/\_\_\_\_