

# Bethel Reformed Church

## Request for Opening/Closing of the Church Building

The following form is intended to help meet the opening and closing needs of the Bethel Church congregation. If you need the church building opened or closed for a church related function, please fill out this form and place it in the box outside the church office.

- **Out of courtesy to the custodians, seven (7) days notice is required.**
- **If you have a group-member with a church key, it is appreciated to have them do your opening and closing. Thanks.**

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Name of Church Function: \_\_\_\_\_

Date of church Function: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Service Requested (please check all that apply):

- Gate Opened      \_\_\_\_\_      →      What time? \_\_\_\_\_
- Heat Adjusted      \_\_\_\_\_      →      What time? \_\_\_\_\_
- Building Opened      \_\_\_\_\_      →      What time? \_\_\_\_\_
- Building Closed      \_\_\_\_\_      →      What time? \_\_\_\_\_
- Other (please list) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_