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BUILDING USE REQUEST

Facilities Use Agreement for Greccio Housing

- Have your facility use request turned in to Greccio at least 2 weeks prior to your requested date
- Bring your approved *Building Use Form* on the day/night of the event
- Call one of the numbers listed below if you have to cancel your request
- Arrive no earlier than your requested time
- Clients and/or minors will not be allowed in areas other than the lobby without your agency staff present.
- All participants must remain in the designated area, no roaming the building
- Bring your own supplies to clean up after your event
- No use of the business center computers without Greccio approval and regular staff supervision.

**Please complete the following information and submit to
Tim Johnston, Program Manager, at tjohnston@greccio.org.**

General Event Information

Event Date: _____ Time (include prep and clean-up) _____ - _____

Name of Group or Function: _____

Number of people attending _____ Tables, desks, or furnishing needs: _____

Primary Contact Person: _____ Cell: _____

Email: _____

Space Desired (Check ALL that apply – Attach additional information if needed)

____ Lobby

____ Classroom

____ Kitchen

____ Boardroom

____ Other – please describe: _____

What are your IT/visual aid requirements? _____





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Please list any additional information and a summary of the event:

Signature

Phone

Today's Date

Do not write below this line

Reviewed by: _____ date: _____

_____ **Approved** _____ **Not Approved**

Cost assigned, if after hours: \$ _____

Date of confirmation of approval sent: _____

Date of confirmation of time/details made (**5-7 days prior to event**): _____

The following staff can be contacted at (719) 475-1422:

Tim Johnston, ext. 117

Kelly Jennings, ext. 108

Lee Patke, ext. 112

