

# Memorial United Methodist Church ~ Facilities Use Request

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Rob Reynolds hall	<input type="checkbox"/> Chapel
<input type="checkbox"/> Ladies Bible Class	<input type="checkbox"/> Men's Bible Class	<input type="checkbox"/> Library
<input type="checkbox"/> Nursery	<input type="checkbox"/> Clubhouse	<input type="checkbox"/> Lighthouse
<input type="checkbox"/> LVCS	<input type="checkbox"/> RRH Room # _____	<input type="checkbox"/> Grounds
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Office Conference Room	<input type="checkbox"/> Other _____

Person Responsible: \_\_\_\_\_ Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Day/Date of Use: \_\_\_\_\_, \_\_\_\_\_ One Time Use \_\_\_\_ Ongoing Use \_\_\_\_

Reason for Use: \_\_\_\_\_

Number of Persons Attending: \_\_\_\_\_ Set Up Time: \_\_\_\_:\_\_\_\_

Start Time for Event: \_\_\_\_:\_\_\_\_ End Time for Event \_\_\_\_:\_\_\_\_ Clean Up End Time \_\_\_\_:\_\_\_\_

Set Up Required: YES \_\_\_\_ NO \_\_\_\_ Draw Requested Set Up Design below:  
 If So, Number of Tables Needed: \_\_\_\_ Number of Chairs Needed: \_\_\_\_

In keeping with the Child Protection Policy of the church, a minimum of TWO unrelated adult Chaperones are required, one of whom must be background screened and trained in the Child Protection Policy, whenever children or youth are attending events.

\_\_\_\_\_  
 Chaperone Name (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Contact Number

\_\_\_\_\_  
 Chaperone Name (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Contact Number

Use of Church Facilities for Events **MUST** be **APPROVED** by the Senior Pastor and/or Pastoral Assistant. Use could result in a Custodial fee and would be charged to Responsible

**OFFICE USE ONLY**

Date of Receipt: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received By: \_\_\_\_\_

Approved: YES \_\_\_\_ NO \_\_\_\_ Fees Assesed: YES \_\_\_\_ NO \_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_  
 Senior Pastor \_\_\_\_\_  
 Pastoral Assistant