



FORMS: Facility Use Request Form (COVID)

Faith United Methodist Church Facility Use Request Form for Church Ministries and Sponsored Groups (Rev. 8.2021)

Committee/Ministry: _____ Requested By: _____

Reason for Use: _____ Phone/Cell: _____

_____ Email: _____

Date(s) Requested: _____

Time: Setup: _____ Event Time: _____ Vacated By: _____

**Events or large gatherings outside the scope of the ministry/groups usual practices/meetings require pastoral approval.*

Rooms Requested:

Sanctuary _____ Activity Room _____ Room 18 _____

Kitchen* _____ Fellowship Hall _____ Room 19 _____

Downstairs Chen _____ Patio _____ Room 20 _____

Room 16 _____ Room 22 _____

Room 17 _____ Room 23 _____

**Kitchen use is generally shared with other groups using the church. For large food prep events the kitchen must be scheduled with office admin. and all kitchen use regulations adhered to.*

AV**: _____ Yes _____ No

Specify equip. requested: _____

Need assistance to setup/run: _____ Yes _____ No

Regular use at each meeting: _____ Yes _____ No

One time use only: _____ Yes _____ No

_____ Special Equipment (Specify): _____

FOR OFFICE USE:

1. Office Calendar Approval By: _____ Date: _____

2. Pastoral Approval By: _____ Date: _____

3. Approval sent to Ministry Leader By: _____ Date: _____

4. Kitchen Use Information Form forwarded to ministry group. N/A Yes Date: _____

5. AV Request Form received Date: _____ To AV (date): _____

6. Closing checklist to Ministry Leader By: _____ Date: _____