



**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 \_\_\_\_\_

Upstairs Chen \_\_\_\_\_ 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 check list to Ministry Leader By: \_\_\_\_\_ Date: \_\_\_\_\_