



Faith United Methodist Church
CHURCH MINISTRIES AND SPONSORED GROUPS
2115 W. 182nd Street. Torrance, CA 90504 | 310-217-7000

Committee/Ministry: _____ Requested by: _____

Reason for use: _____ Phone/Cell: _____

_____ Email: _____

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

FACILITIES USE

☐ SINGLE USE

☐ STANDING RESERVATION*

DATE: _____

DAYS: _____

APPROX. # OF PERSONS: _____

HOURS: _____

SET-UP TIME: _____

START DATE: _____

EVENT TIME: _____

END DATE: _____

PREMISE VACATE TIME: _____

*Standing reservation applicants must submit a calendar of events upon submitting your application. Please consult with church office to confirm dates. Standing reservations must be updated annually.

ROOM(S) REQUESTED:

- ☐ Fellowship Hall ☐ Activity Room
☐ Sanctuary ☐ Patio
☐ Kitchen ☐ Downstairs Chen
☐ Upstairs Chen

Classroom(s):

- ☐ Room 16 ☐ Room 17 ☐ Room 18
☐ Room 19 ☐ Room 20 ☐ Room 22
☐ Room 23

SUPPORT REQUESTED:

- ☐ AV Services* ☐ Janitorial Services
☐ Admin Support ☐ BOT (Board of Trustees)

*Honorarias are requested for these services. Please make payment directly to personnel responsible

Applicant Name _____ Title _____ Date _____

Applicant Signature _____ Organization/Group Name _____

FOR OFFICE USE ONLY:

- Office calendar approval By: _____ Date: _____
- Board of Trustees Approval By: _____ Date: _____
- Kitchen Use Information Form forwarded to ministry group ☐ N/A ☐ Yes
- AV Request Form received Date: _____ To AV (date): _____
- Closing Check list to Ministry Leader By: _____ Date: _____