

**TUCKSTON UNITED METHODIST CHURCH**  
**FACILITY USE REQUEST FORM**

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Group Requesting Space: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone (home): \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_ E-mail: \_\_\_\_\_

Church Event                       Outside/Community Event                       Wedding/Reception

Actual times of Event: \_\_\_\_\_  am  pm ( to ) \_\_\_\_\_  am  pm

Booking (setup/takedown) times: \_\_\_\_\_  am  pm ( to ) \_\_\_\_\_  am  pm

Space Requested for Event: (Please check appropriate area and complete "comments" section)

AREA	√	COMMENTS (rooms, equipment, set up, etc.)
Meeting Space		
Classrooms		All <input type="checkbox"/> Specific <input type="checkbox"/> _____
Fellowship Hall		
Kitchen		Large <input type="checkbox"/> Small <input type="checkbox"/>
Nursery Space		
Sanctuary		
Chapel		
Youth Room		
Gym		
Bride/Groom Room		
Narthex		
<b>Audio/Visual Equipment</b>		
<b>Tables</b>		
<b>Chairs</b>		
<b>TV/VCR</b>		
<b>Other Special Needs</b>		
<b>Set-up (Explain)</b>		

**For Office Use Only:**

- Usage Policy distributed
- Proved Non-Profit Status (Outside Groups)
- Deposit \$ \_\_\_\_\_ Paid \_\_\_\_\_
- Amount to be paid to Custodian \$ \_\_\_\_\_
- Compliance Form signed/returned

- A/V tech notified: (date) \_\_\_\_\_
- Custodian notified: (date) \_\_\_\_\_
- Date Submitted \_\_\_\_\_
- Approved by \_\_\_\_\_
- Approval date \_\_\_\_\_
- Party notified (date) \_\_\_\_\_ By \_\_\_\_\_