



FACILITY REQUEST FORM A

This request form is for use at St. Matthews United Methodist Church and is in accordance with church policy. Please read all items governing facility use carefully prior to submitting this form. Request must be made in writing by using this form.

Please note this form is for Church related events only with the exception of Weddings, which has a separate form (Facility Request Form – Wedding). [For non-church related events, please use Facility Request Form B]

Reserve the following (highlight/mark in circle)

- Chapel
- Choir Room
- Lounge
- Narthex
- Nursery
- Fellowship Hall (complete Set-Up Request Form)
- Kitchen (requires Kitchen committee member approval)
- Other: _____
- Parking Lot
- Room 20
- Sanctuary
- Small Conference Room
- Zoom Video Conferencing

Request Date:

Ministry (if applicable):

Name of Activity/Event:

Date of Activity/Event:

Estimated Number of People:

Set up Time (if applicable):

Event Time (start to end):

Contact Person Name(print):

Contact Person Phone #:

Contact Person Email:



FACILITY REQUEST FORM

Signature: _____

OFFICE USE ONLY

Approval Date: _____

Approved By Board of Trustees (Initials): _____

Administered by Church Secretary (Initials): _____

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