

# FACILITIES REQUEST FORM

## GRACE UNITED METHODIST CHURCH

Grace United Methodist Church was built for and dedicated to the glory of God for the purpose of worship, teaching, and other religious activities. Even though these facilities are for the use and benefit of Grace United Methodist Church members, the Church will permit the facilities to be used by persons or groups who are non-members. Facility use is governed by guidelines available after the completion of this form.

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Is applicant at least 21 years of age? ☐ Yes ☐ No

Is applicant a Grace UMC member? ☐ Yes ☐ No

Organization/Group: \_\_\_\_\_

Type or purpose of event: \_\_\_\_\_

Expected number in attendance: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time event begins \_\_\_\_\_ ends \_\_\_\_\_

Actual usage time (including set-up, decorating, break-down, AC/Heat) begins \_\_\_\_\_ ends \_\_\_\_\_

Room (s) or Building (s) Reserved: \_\_\_\_\_

See our website at [gotgraceumc.org](http://gotgraceumc.org) for maps of rooms and buildings:

[Campus Maps](#)

[Our-Campus](#)

Services needed (additional fees apply & may be required for event):

☐ Lighting Technician

☐ Stage

☐ Audio (Sound) Technician

☐ Dressing Rooms

☐ Media Technician

☐ Setup (tables, chairs, etc.)

☐ Live Stream Technician

☐ Security

☐ Spotlight Operator

☐ NADPS patrol officers (*may be required for traffic safety concerns*)

Contact the church office with questions at 803-279-7525 or email [karenb@gotgraceumc.org](mailto:karenb@gotgraceumc.org)

The Facilities and Equipment Usage Guidelines, including fees, are available upon request.

**NOTE:** NO ALCOHOLIC BEVERAGES OR SMOKING ARE ALLOWED ON PREMISES!

Applicant must be at least 21 years of age to sign Facility Usage Request Form.

No function will take place without adult (21 years of age or older) supervision.

*Grace United Methodist Church reserves the right to approve or deny any facility usage request.*

☐ Approved Date: \_\_\_\_\_