

# Greenville Free Methodist Church Building Use Request Form

\_\_\_ Church Group (S.S. class, ministry group)                      \_\_\_ Community Group  
\_\_\_ Individual (Wedding, anniversary celebration)                      \_\_\_ College Group

Name \_\_\_\_\_ Phone \_\_\_\_\_

Group \_\_\_\_\_ Number of people in group \_\_\_\_\_

Group's Activity \_\_\_\_\_

Day(s) of the week: (Please circle)

Sunday      Monday      Tuesday      Wednesday      Thursday      Friday      Saturday

Date \_\_\_\_\_ Time: beginning \_\_\_\_\_ ending \_\_\_\_\_

Date \_\_\_\_\_ Time: beginning \_\_\_\_\_ ending \_\_\_\_\_

Date \_\_\_\_\_ Time: beginning \_\_\_\_\_ ending \_\_\_\_\_

Room(s) \_\_\_\_\_

\_\_\_ Doing own set-up & clean-up (chairs put back, dump trash, vacuum, etc.)

\_\_\_ Custodian to do set-up & clean-up. (There may be a charge of \$12.00 per hour.)

Set-up instructions \_\_\_\_\_

\_\_\_ I have received and read the Greenville Free Methodist Church Building Use Policy.

(Initials)

## Office Use Only

Date Request Received \_\_\_\_\_ Date Notified of Approval \_\_\_\_\_

Approved by: Secretary (calendar) \_\_\_\_\_ Custodian \_\_\_\_\_ Property \_\_\_\_\_  
(If necessary)