

# Space Use Request Form

## Hickory Grove United Methodist Church

**Applicability: This form must be completed by all groups or individuals who wish to use one or more rooms.**

Contact person \_\_\_\_\_ Phone number \_\_\_\_\_

Contact e-mail \_\_\_\_\_

Activity/Group name \_\_\_\_\_

Event \_\_\_\_\_ Date of event \_\_\_\_\_

Expected number of participants \_\_\_\_\_

Set-up date \_\_\_\_\_ Set-up time \_\_\_\_\_ to \_\_\_\_\_ Tear-down date \_\_\_\_\_ Tear-down time \_\_\_\_\_

**EVENT REQUIREMENTS:**

Sound Technician  Y  N If yes for what use? \_\_\_\_\_

Media Technician  Y  N

Any special Equipment needed?  Y  N If yes, please indicate \_\_\_\_\_

Number of Tables \_\_\_\_\_ Table Clothes (FL Living Room Only) \_\_\_\_\_ Chairs \_\_\_\_\_

**PLEASE INDICATE SPACE REQUESTED:**

**Main Campus Locations**

- Chapel
- Epworth
- Family Life Kitchen
- Family Life Living Room
- Family Worship Center
- Gym
- Gym Kitchen
- Multipurpose Room
- Parlor A
- Parlor B
- Sanctuary

**Susanna Wesley Rooms**

- 101
- 102
- 103
- 104
- 105
- 106
- 107
- Library
- 201
- Learning Center
- 204 or 207

**Family Life Center Class Rooms**

- Agape—Room 201
- Cokesbury—Room 203
- Epworth Room—204
- Friends in Faith—Room 202

**Francis Asbury Rooms**

- 202
- 203
- 204
- 205
- 209

**Priority Use Schedule:**

1. Recognized Groups within Hickory Grove UMC
2. Church Members
3. Outside Groups—Church recognized yet non-sponsored events that are in keeping with the building use philosophy embraced by Hickory Grove UMC

**Please be advised** that return of the building key will be expected the following business day.

**Be sure to turn off** all lights and secure all doors. Please be considerate of wasteful use of church utilities.

**OFFICE USE ONLY**

Approved \_\_\_\_\_ Y \_\_\_\_\_ N

Initials \_\_\_\_\_ Date \_\_\_\_\_