

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 _____