



Office Use Only
 Approved
 Not Approved
Date received _____

REQUEST TO USE CHURCH FACILITIES

In order to request the use of church facilities, the following information must be as complete as possible. The pastor and some combination of appropriate staff and a church Trustee will evaluate the request and you will be notified **within 7 business days**.

Date of Event: _____ Name of Event: _____

Single Date Multiple Dates (if multiple, list dates here): _____

From _____ am / pm (circle one) to _____ am / pm (circle one)

Description of Event: _____

Number of attendees anticipated: _____

Facilities/Rooms Requested: *(check all that apply)*

- Threatt Hall Christ Chapel Sanctuary Wesley Room John Harper Classroom
- Holroyd Prayer Room Youth Room Other Classroom (list preferred space) _____
- Choir Room Other: _____

Will you need a separate set-up date/time? If so, when? _____

Responsible Party/Parties

Name: _____ Member Non-member

Name: _____ Member Non-member

Name: _____ Member Non-member

Do you have access to the building?

- Yes.** We have access code or key fob and will not need building access from staff
- No.** We do not have an access key or key fob to the building and will need to have the building unlocked and locked back after the event.
- We will need our requested room unlocked and locked for our event by staff.

Please note: Any event which repeats on a regular basis (more than 2x per year) should be discussed with the pastor prior to requesting use of facilities by making an appointment through the church office. You only need to fill out the form once for a recurring event. WSUMC is not responsible for supplying tables, chairs, AV or IT setup. Any assistance with room/space setup must be pre-arranged with Jerry Sumpter by calling the Church Office or by emailing Jerry directly at jerry@wsmethodist.org

Applicant Signature: _____ Date: _____



EVENT CONFIRMATION PROCEDURE

Thank you for getting in contact with us about reserving a date, time, and location for your event in the Church! It has been approved and added tentatively to our calendar.

Important Notes:

- If your event is held after Church Office Hours (8:00 AM – 5:00 PM), please contact the Church Office (803-256-2417) at least 48 hours PRIOR to the event to ensure that you and other participants are able to enter the parking lot doors.
- DO NOT PROP OPEN ANY DOORS — if arrangements need to be made for the doors to remain unlocked for any period of time, please contact the Church Office as mentioned above.
- If you are the last group to leave the Church, please make sure that all lights are turned off and the main door from the parking lot locks behind you.
- Please also continually note the “Clean Up Responsibilities” on the attached page, and double check to make sure your group takes care of the responsibilities pertaining to the location of your meeting.
- If you have any type of desired set up for the location of your event, **you are responsible for providing the labor to set up and breakdown for your event.** Please contact Jerry Sumpter, our Facilities Manager, as soon as possible to make the necessary arrangements for this. Jerry can be reached by calling the main office at 803-256-2417 or by email at jerry@wsmethodist.org

*In order to ensure that your event is confirmed on our calendar, this entire form must be filled out as completely as possible, signed and returned to the Church Office **within 7 business days** of receiving it. If it hasn't been physically or electronically returned to the Church Office within 7 business days, the event will no longer actively be on the calendar.*

If any conflicts come up in the meantime, please let us know so we can adjust your reservation and our calendar accordingly.

If you have any questions or concerns, please don't hesitate to contact us at 803-256-2417

Thank you!

Signature: _____ Date: _____

Print Name: _____

Event/Program Name: _____



CLEAN UP RESPONSIBILITIES

Please remember that you are responsible for all clean-up after your event. Thank you!

Kitchen:

- Return supplies and equipment to original locations
- Clean all surfaces, sinks, supplies, and/or appliances, etc...that have been used
- Mop floor
- Remove all trash and place in outside dumpster

Threatt Hall:

- Remove table covers and place in trash cans
- Remove all trash and place in outside dumpster
- Return any supplies to kitchen
- Ensure floor is clean (this may include sweeping, and/or mopping up spills, etc...)
- Return all tables, chairs, plants, etc...to original locations

Hallway Between Kitchen/Threatt Hall:

- Ensure floor is clean (this may include sweeping, and/or mopping up spills, etc...)
- Ensure carts, trash cans, recycle bins are emptied and returned to original locations

Classrooms & Meeting Rooms:

- Ensure the AC/Heat units are turned OFF before you leave and return remotes to original locations
- Remove all trash and place in outside dumpster
- Tidy the room(s) to leave in their original condition

Restrooms:

- You are not responsible for detailed cleaning of the restrooms, however, please ensure that any paper is picked up and thrown away, and water on counters is wiped up. Please inspect toilets to ensure proper hygiene is maintained.

NOTE: Emergency phone # 803-479-7078 (Jerry Sumpter) Or 843-222-8046 (Robbie Douglas)

Acknowledgement: The designated person or party responsible for hosting this event is expected to be in attendance of the event for its duration. That person's signature should be included below.

Signed: _____ Print Name: _____

Contact Phone #: _____ Email Address: _____

Both of these pages should be signed electronically and emailed to our Administrative Assistant, Abbie McKenzie, OR printed, signed, and returned to our Church Office during office hours. abbie@wsmethodist.org.