

Approval Process for Church Use Before Full Opening

MAKING A REQUEST TO USE THE CHURCH DURING COVID-19:

Requests should be received 4 full days before the scheduled event day/time.

POLICY AND PROCESS for Facility use during COVID-19 Restrictions

USE POLICY DURING COVID-19:

- The church will make every attempt to accommodate your need, however, in these uncertain and difficult times for gathering, extreme care and caution must prevail in any decisions regarding group gatherings.
- Your request will be reviewed by the RCT Team for compliance with the church's established protocols. You will be contacted if there are any questions and regarding the disposition of your request.
- For contact tracing, if needed, you must have a written list of attendees with their telephone numbers taken at the time of your event. The list should be placed in the church admin assistant's (Abbie McKenzie) mailbox, slid under the copier room door, or scanned/attached photo of the list and emailed to abbie@wsmethodist.org as soon as possible after your event.
- The room used must have all doors opened while occupied.
- Window(s) open where possible and outside temperatures allow. ceiling fans on (if available), and any HVAC units turned on in order to circulate air.
- Masks must be worn at all times when two or more people are present.
- Hand sanitizer will be available in the room. Every person should use sanitizer upon arrival.
- Only one person to a restroom at a time.
- Attendees should maintain no less than a 6-foot distance from each other.

Available Facilities for use with maximum capacity for each:

(with the exception of the Youth Room on the 3rd floor all gathering must be held on the ground level in the locations listed below)

Threatt Hall – 40 maximum

Wesley Room – 12 maximum

John Harper classroom – 6 maximum

Christ Chapel Courtyard – 15 maximum

Youth Room (for youth-aged activities only) – 20 maximum

PROCESS FOR MAKING YOUR REQUEST:

Complete, in full, the next page "**REQUEST TO USE CHURCH FACILITIES**" information page and submit to swaldrep@sc.rr.com

REQUEST TO USE CHURCH FACILITIES

In order to request the use of the church facilities, the following information must be as complete as possible. The RCT Review Team will evaluate the request and you will be notified in time to prepare for your event.

Date of the Event: _____ **Name of the Event:** _____

Single Date **Multiple Dates (list dates here):** _____

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

Description of the Event:

Number of attendees anticipated: _____

Facilities / Rooms Requested (check all that apply):

- Threatt Hall Wesley Room John Harper classroom Youth Room (youth-aged event only)

- Chapel Courtyard

Will you need to enter the church on a separate date to set up for event? If so, what date and time:

Responsible Party/Parties:

Name:	Church Member	Non WSUMC Member
Name	Church Member	Non WSUMC Member
Name	Church Member	Non WSUMC Member

Do you have access to enter the building?

- Yes. I/We have an access key fob and will not need assistance from church staff

- No. I/We do not have entry access and will need to coordinate with staff for have building unlocked/locked

- Will need reserved room to be unlocked by staff

Important note: Regarding any set for your event. The church staff is only able to assist, on a very limited basis, with setting up for your event. Therefore, you should ensure you have the “person power” needed to get set-up and break down after your event. If you need to do any special set-up, such as arranging tables/chairs, projection onto a screen, IT/computer/laptop, audio, etc...you must make arrangements to ensure you have access to your event location/room in advance of you event. For staff assistance availability, you may contact Jerry Sumpter by calling the Church Office (803-256-2417) and/or emailing Jerry directly at jerry@wsmethodist.org

Commitment to Washington Street United Methodist Church regarding COVID-19 Restrictions:

By completing this form, I agree and commit, as the responsible person for this group/event to abide by all items detailed in the **“POLICY AND PROCESS for Facility use during COVID-19 Restrictions”**

Print Name

E-Mail address:

Telephone #:

CLICK BELOW TO
SUBMIT