

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 #: