



# ST. ANDREW'S UNITED METHODIST CHURCH

## FACILITY USE APPLICATION

<b>FACILITY USER INFORMATION</b>					
Name of Organization:					
Individual Making Request:				Daytime Phone:	
Address:		City:		Zip:	
Email Address:					
Church Member? <input type="checkbox"/> Yes <input type="checkbox"/> No		Church Member Sponsor:			
Is there a SAUMC member in your group? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Church Member:			
Are you a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>EVENT DETAILS</b>					
Purpose for which the facilities will be used:					
Number of people using facilities:					
Is this event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this event a fundraiser? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will there be a fee collected? <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount?		Purpose:	
One time event? <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, at what regularity will you meet?			
<b>FACILITY NEEDS REQUESTED</b>					
Date(s):					
Day of the Week:			Time:		
Check Room(s) Requested:					
Sanctuary: <input type="checkbox"/>	Multi-Purpose Room: <input type="checkbox"/>		Kitchen: <input type="checkbox"/>		
Choir Room: <input type="checkbox"/>	Christianity 101 Class: <input type="checkbox"/>		Glenn Class: <input type="checkbox"/>		
Agape Class: <input type="checkbox"/>	Pittman Class: <input type="checkbox"/>		Nursery: <input type="checkbox"/>		
Other (If yes, please specify, including outside use): <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to move any furniture? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you need any extra furnishings setup? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Will you need to use any kitchen equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No		Specify:			
Do you wish to use the piano or organ? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you have a church key? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, will you need a key? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Signature of Facility User Applicant:</b>				Donation Amt:	
<b>FOR CHURCH USE ONLY</b>					
Date Application Received:		<b>APPLICATION #</b>			
Liability Insurance Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Non-Profit Statement Required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Donation Received? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$25 Key Deposit Received? <input type="checkbox"/> Yes <input type="checkbox"/> No			

St. Andrew's United Methodist Church, 9801 Fort King Road, Richmond, VA 23229 (804) 270-2869 office@saumcva.org