

FOLCROFT UNION CHURCH

REQUEST FOR USE OF FACILITY / PROPERTY
FOR USE BY CHURCH MEMBERS and REGULAR ATTENDERS

INSTRUCTIONS: Please read the attached Policy. Please keep the Policy sheet for reference - hand in this Request Form only. Please provide all the information requested below. Submit to Ministries Team by placing this form into DRAWER #3. If you have questions or concerns, please call the Church Office at 610-461-8300.

Request made by: _____
(name of individual)

(address)

(home phone) (work or cell phone)

on _____ from _____ to _____
(day and date requested) (time period requested)

for _____
(type of activity)

FOR USE OF THE FOLLOWING ROOM(S) and/or EQUIPMENT (tables, chairs etc.)

Access to Youth Rooms, games and equipment is granted only by special request to the Ministries Team and only if monitored by a supervising adult (age 25 or older) who is present at the event.

I request use of the _____ Youth Room _____ games and equipment

The name and phone number of the Supervising Adult is: _____

_____ I am requesting use of the Church Kitchen for food preparation and service. The list of specific items I am requesting is attached.

NUMBER OF PEOPLE UNDER AGE OF 18 EXPECTED TO ATTEND: _____

NUMBER OF PEOPLE OVER AGE OF 18 EXPECTED TO ATTEND: _____

I AM AWARE OF THE POSTED POLICY REGARDING USE OF THIS FACILITY AND AGREE TO FOLLOW THIS POLICY: _____

FOLCROFT UNION CHURCH

THIS SIDE FOR CHURCH OFFICE USE ONLY

Date Received: _____ Reviewed By: _____

Approved By: _____ Posted By: _____

Notify: Pastor Ministries Team Chair

Elder Chair Kitchen Manager

Cleaning Overseers

Other _____

Follow-Up: Key Pick-up / Return _____

Cash / Check Donation Received _____

Security Deposit Returned – Include who returned deposit and the date of return

Security Deposit NOT returned because: _____

Remarks: _____
