

# Facility/Equipment Use Request -- League City United Methodist Church

*If you do not receive an email confirmation of approval please contact the church office. 281-332-1557*

Person Submitting Request: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Event: \_\_\_\_\_ Number of attendees: \_\_\_\_\_

Church Event?  yes  no Ministry Area \_\_\_\_\_

Organization (for non church events) \_\_\_\_\_

Will food be served?  yes  no – If YES and the meal is open to the public, it is YOUR responsibility to obtain a Food Permit and have a Certified Food Handler on duty.

| Date request submitted | Start date of event/use | End date of event/use | Time Event begins | Set-up time Required? | Time Event ends | Clean up time required? |
|------------------------|-------------------------|-----------------------|-------------------|-----------------------|-----------------|-------------------------|
|                        |                         |                       |                   |                       |                 |                         |

| Facility Requested<br><small>Please check 1<sup>st</sup> &amp; 2<sup>nd</sup> choice of rooms.</small> | Equipment Requested  |
|--|--|
| Room 123, Parlor/Voyagers  |  |
| Room 132, Bell Rehearsal/Family Ties   | <b>Church Bus</b> (1 week notice required)   |
| Room 134, Conference Room/Women of the Well  | Destination  |
| Room 135, Chapel/Children's Choir/Adult Bible Study  | CDL Driver   |
| Room 201, Pairs & Spares   |  |
| Room 202, Upper Room   | <b>Trailer</b>   |
| Room 203, Seekers  | Destination  |
| Room 204, Newfound Friends   | Driver   |
| Room 205, Shepherds  |  |
| Room 223, Children's Floor/Activity Room   | VCR & TV   |
| Room 224, Children's Floor/J.A.M   | DVD Player & TV  |
| Room 225, Higher Grounds   | Other (please list)  |
| Room 227, Children's Floor/Third & Fourth Grade SS   | Sound Equipment (list on back of form)   |
| Room 229, Children's Floor/Second Grade  | Will you need equipment set up? <input type="checkbox"/> yes <input type="checkbox"/> no<br>Will you need a sound tech? <input type="checkbox"/> yes <input type="checkbox"/> no |
| FLC, Gym AND Kitchen   |  |
| Gym only   |  |
| Kitchen only   |  |
| Sanctuary  |  |

| Nursery Care --- This service requires a MINIMUM 3 of weeks notice. |                    |   |                       |
|---|--------------------|---|-----------------------|
| <input type="checkbox"/> Copy to Nursery                            |                    | Approved <input type="checkbox"/> Yes <input type="checkbox"/> no |                       |
| Child drop off time   | Child pick up time | # of Children   | Age range of children |
|   |                    |   |                       |

For Office Use: Requires approval by Board of Trustees  yes  no Request approved  yes  no  

Calendared

Date \_\_\_\_\_
Approved by: \_\_\_\_\_

## GUIDELINES FOR GROUPS MEETING AT LEAGUE CITY UMC (91310dp)

In the course of each week many groups use the facilities of League City United Methodist Church. We are glad to be of service to our community by allowing this use. Our primary concern is for the spiritual health of the people under our influence. If anyone in a group does not have a church home we hope they will make League City UMC their church home.

Because more groups are using our facilities we have found it necessary to establish guidelines to assist in understanding our expectations with regard building usage. Please be diligent in abiding by these minimal standards:

1. Respect the authority of the Church Staff.
2. Honor the space of other events taking place in the building.
3. Limit your activity to the space you are using.
4. Leave any room or space better than you found it.  
(We do not have a full-time custodial crew.)
5. Maintain strict supervision of the group under your leadership.
6. Turn off lights and lock doors when you leave.
7. The following areas are OFF LIMITS:
  - a. the church foyer and sanctuary
  - b. the playground
  - c. the elevator
  - d. areas of the building you are not assigned to.

Any group using the League City UMC facilities must be scheduled with the church office. Any group that shows up unannounced will be asked to find another meeting place.

The use of facilities at League City UMC is a privilege and not a right. Failure to abide by these guidelines may result in loss of this privilege.

Thank you for your cooperation.

Board of Trustees  
League City United Methodist Church

