

(Day of Week)

Ongoing Event
 One-time Event

FACILITY USE REQUEST FORM (SCOUTS)

LEAGUE CITY UNITED METHODIST CHURCH

TROOP # _____

PERSON SUBMITTING REQUEST: _____ PHONE _____

SCOUT LEADER RESPONSIBLE FOR EVENT: _____

PHONE: _____ EMAIL ADDRESS: _____

EVENT: _____ DESCRIPTION: _____

#OF ATTENDEES: _____ 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	ADVERTIZED TIME EVENT BEGINS	SET-UP TIME REQUIRED	ADVERTIZED TIME EVENT ENDS	CLEAN UP TIME REQUIRED

FACILITY REQUEST FOR SCOUT EVENT	
<input type="checkbox"/>	ROOM 223 (ACTIVITIES & CRAFT ROOM)
<input type="checkbox"/>	ROOM 227 (THIRD GRADE CLASSROOM)
<input type="checkbox"/>	ROOM 228 (SCOUT STORAGE/PARENTS GATHERING ROOM)
<input type="checkbox"/>	ROOM 229 (SECOND GRADE CLASSROOM)
<input type="checkbox"/>	GYM ONLY
<input type="checkbox"/>	FAMILY LIFE CENTER – GYM AND KITCHEN
<input type="checkbox"/>	SANCTUARY

PLEASE CHECK THE CHURCH WEBSITE FOR YOUR EVENT. WWW.LCUMC.ORG. IF YOU DO NOT SEE YOUR EVENT ON OUR WEBSITE OR IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION OF APPROVAL PLEASE CONTACT THE CHURCH OFFICE. OFFICE@LCUMC.TV OR 281-332-1557.

FOR OFFICE USE (91310DP)

REQUIRES APPROVAL BY BOARD OF TRUSTEES YES NO

REQUEST APPROVED YES NO

DATE

APPROVED BY:

CALENDARED
CONFIRMATION EMAILED

GUIDELINES FOR GROUPS MEETING AT LEAGUE CITY UMC (52510dp)

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