



Trinity United Methodist Church

185 Boulevard Street, NE, Orangeburg SC 29115

803-534-7759

email: tumc@wearetrinity.org

Facility Use Request

Name of group: _____

Purpose/Event: _____

Date(s) of Proposed Activity: _____

Times:	SET-UP	PUBLISHED ACTIVITY TIME	CLEAN-UP
	From: _____	From: _____ To: _____	To: _____

Number of participants: _____ Will food be served?: Yes: _____ No: _____

Building request: _____

Room(s) Requested: _____

*There may be a custodial fee charged for setup and cleanup.
Please contact the church office for more information.*

Sketch any specific
floor layout on the
back

Setup style: Luncheon (Rounds) _____ Theater _____

Contact person: _____ Phone: _____

Email: _____

Building Use Rules

1. Please make requests a minimum of 2 weeks in advance of the event.
2. The right to refuse/revoke a permit is anytime is reserved by the church. Please be flexible.
3. Please notify the church office, as soon as possible, in the event of a cancellation or change.
4. Please leave the room(s) as clean or cleaner than when you arrived.
5. Please limit your use to the areas requested.
6. Trinity United Methodist Church is not responsible for damage to, or loss of personal property or for injuries sustained on our property.
7. Smoking and alcoholic beverages are prohibited.

I have read and will comply with all regulations (above).

Signature: _____ Date: _____

Thank you for keeping Trinity United Methodist Church Clean and Safe!

This request is not approved until confirmed by the church office.

For Office Use Only

Approved ___ Denied ___