

## Trinity United Methodist Church 185 Boulevard Street, NE Orangeburg, SC 29115 Office Phone: 803 534-7759

Email: trinityoburg@bellsouth.net

## Facilities Use Request

Name of group:	Purpose/Event:
Date(s) of Proposed Activity:	
Times: SET-UP PULBISHED ACTIV	TTY TIME CLEAN-UP
From: To:	To:
Number of participants: Will food be serv	ed?: Yes: No:
Building request:	
Room(s) Requested:	
There may be a custodial fee charged for setup a for more information.  Setup style: Luncheon (Rounds) Theater	Sketch any specific floor layout on the back
Contact person:	Phone:
Building Use Rules  1. Please make requests a minimum of 5 days in advance of the event. 2. The right to refuse/revoke a permit at 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 Methodis  This request is not approved until confirmed by the church office	For Office Use Only

Approved \_\_\_ Denied