

MOUNT TABOR UNITED METHODIST CHURCH
APPLICATION FOR USE OF BUILDINGS AND GROUNDS for CHURCH MINISTRY EVENTS

Phone: 336-765-5561 Fax: 336-768-4300 office@mttaborumc.org

Please return fully completed form to MTUMC, c/o Senior Church Administrator Libby Craven

EVENT NAME _____ **EVENT DATE** ^(or date to begin) _____

(circle one below) (example: daily, weekly, every first Monday of month; 2nd & 4th Thursdays of month; etc.)

RECURRING EVENT? yes / no **PATTERN OF RECURRENCE?** _____ **ENDING BY DATE** _____

EXPECTED ATTENDANCE _____ **TIME OF EVENT** _____ a.m. _____ a.m.

_____ p.m. to _____ p.m.

_____ a.m. _____ a.m.

Time for set-up _____ **Time for clean-up** _____ p.m. _____ p.m.

AREAS REQUESTED:

___ Alspaugh Worship Center
Applicant must also obtain: Higher Ground Coordinator approval _____

Ignite Coordinator approval _____

Audiovisual Tech Name _____

___ Sanctuary
Applicant must also obtain: Trad. Worship Arts Director approval _____

Audiovisual Tech Name _____

___ Main Kitchen*
Applicant must also obtain: Church Hostess approval _____

___ Nursery
Applicant must also obtain: Children's Min Director approval _____

Nursery Attendant Name _____

___ Youth Commons and Kitchen
Applicant must also obtain: Student Min. Director approval _____

___ Family Life Center ___ Trinity Welcome Center ___ Fellowship Hall

___ Parlor ___ Memory Garden ___ Classroom # _____

___ Playground ___ Church Yard _____

___ Upper Parking Lot ___ Lower Parking Lot _____

**If using a caterer they must provide proof of insurance attached to this request.*

ANY SPECIAL CONSIDERATIONS: _____

Person Responsible _____

Phone Number _____ **Email address** _____

If you agree with the statement below, then complete form with your signature:

"I HAVE READ THE POLICIES AND PROVISIONS FOR THE USE OF THE CHURCH BUILDINGS AND FACILITIES AND AGREE TO ABIDE BY THEM."

SIGNATURE: _____ **DATE:** _____

JUNE 2021

OFFICE USE ONLY		
<input type="checkbox"/> Approved	Date Placed on Calendar _____	Signature _____
<input type="checkbox"/> Approved with considerations: _____	Date Placed on Calendar _____	Signature _____
<input type="checkbox"/> Denied due to: _____	Date Notified of Decision _____	Signature _____