

Facilities Request Form

Saint Mark United Methodist Church

616 Quincy Road, Seneca, SC 29678 · 864-882-2603

Name of Group _____ Today's Date _____

Person Requesting Space _____ Day Phone# _____

Email _____ Evening Phone # _____

Date(s) for Space (If recurring, list recurring days, i.e. – 1st Tuesday)

Purpose of Event _____

Set up time: _____ Actual start time: _____ End time: _____

Frequency: Once Weekly Monthly (CIRCLE)

The person making this request herein assumes liability for the cleanliness of the meeting area (dispose of trash, check restrooms, sweep floors-*if needed*). **The building should be locked, all lights and A/C or heat turned off.** The building should be left as it is found (i.e. chairs, tables, etc.).

Please stay confined to approved area. All children and youth must be supervised by an adult at all times.

I understand that I am responsible for making the necessary arrangements for accessing the building. If provided a key, I agree to leave it in a designated place at the conclusion of my event or bring by the church office within two days after the event.

We will not be responsible for any personal items left in the building. Saint Mark UMC is “smoke free” – please do not smoke in the building or around the entrances.

Additional Notes: _____

“Requester” Signature

Church Representative

For Office Use Only

Key(s) Returned: _____ (date and initial)