

Grace Community UMC @ Fishhawk
5708 Lithia Pinecrest Rd.
Lithia, FL 33547

Request for Facility Use

Please print clearly

Name _____
Day Phone # _____ Evening Phone # _____
Email address _____
Address _____
City _____ State _____ Zip _____

Organization (if applicable) _____
Copy of certificate of insurance attached? Yes _____ No _____
Event Name/ Description _____
Date(s) of event/ meeting: _____
Time: Start _____ End _____

(START TIME SHOULD ALLOW FOR SET UP AND BREAK DOWN, AUDIO-VISUAL AND CHILDCARE NEEDS YOUR GROUP HAS, IF ANY.)

One time meeting: Yes ___ Weekly meeting: Day _____
Monthly meeting: Day _____ Bi-Monthly/
Other ___/___
Rooms(s) requested _____

Set-Up Required? Yes* ___ No___ *see back of form for diagram
Approximate number of people attending: _____
Adults ___ Children ___
Kitchen needed? Yes ___ No ___

Signature _____
Printed Name _____ Date _____

I have received the "Guidelines for use of Grace Facilities and agree to uphold them. initials _____

The person who makes this reservation is responsible for the use of the room(s) requested. (See Building Use Procedures for details of responsibility)

* This Responsibility includes:

- Canceling the room if it is not needed and notifying office staff of any changes, most especially the time meeting will end.
- Keeping the noise to reasonable levels being mindful of other meetings and/or events that are going on during the same time.
- Cleaning up trash used during your meeting.
- Using only the room(s) assigned to you (do not use other rooms just because they are empty!).
- Making sure there are no unsupervised children/youth (17 and younger) at any time in the buildings or outside before, during and after scheduled meetings.
- Leaving a message about any spills in a room. If it is after hours please call the church office and leave a message on the machine.
- Cleaning the kitchen when you use it.
(You must reserve the kitchen if you need it)
Ask for assistance if you are not familiar with the kitchen.
- Do not leave food in the refrigerator thinking someone can use it.
When you bring food in, please remove **all** of it when you leave.
- Empty coffee grounds and rinse coffeepots.

We need to be good stewards and work together. Attention to these details will help us accommodate as many people as possible and keep our building in excellent condition. Your cooperation is necessary and appreciated.