

Facility Usage Request Form
Laurel Heights United Methodist Church
227 W. Woodlawn Ave. San Antonio, TX 78212 (210) 733-7156

TODAY'S DATE: _____ EVENT DATE: _____

STAFF CONTACT PERSON: _____ EVENT: _____

EVENT CONTACT PERSON: _____ NAME OF GROUP: _____

ADDRESS: _____ EMAIL ADDRESS: _____

TELEPHONE (Daytime): _____ TELEPHONE (evening): _____

CELL PHONE: _____ EVENT TIME: _____

ANTICIPATED ATTENDANCE: _____ TIME OF ARRIVAL/DEPARTURE: _____

REGULARLY OCCURRING EVENT: (List all dates): _____

For events using church building and grounds: *(Please draw any set-up diagrams on back)*

FACILITIES NEEDED *(check all that apply)*

- | | | | | |
|---|---|--------------------------------------|--|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Parlor | <input type="checkbox"/> Mann Chapel | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Belknap Parking Lot |
| <input type="checkbox"/> Gym | <input type="checkbox"/> Scott Chapel | <input type="checkbox"/> Nursery | <input type="checkbox"/> Dining Room | <input type="checkbox"/> Foyer (limited capacity) |
| <input type="checkbox"/> Children's Chapel | <input type="checkbox"/> Aldersgate Class Room | <input type="checkbox"/> Room 312 | <input type="checkbox"/> Mistletoe Parking Lot | |
| <input type="checkbox"/> Laurel Room | <input type="checkbox"/> Chancel Choir Room | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Woodlawn Parking Lot | |
| <input type="checkbox"/> Community Group Room 313B | <input type="checkbox"/> Children's Choir Room 313A | <input type="checkbox"/> Brides Room | | |
| <input type="checkbox"/> Sunday school classroom(s) _____ | <input type="checkbox"/> Other _____ | | | |

Please give times needed for: Set-up: _____

Break-down: _____

Rehearsal: _____

EQUIPMENT

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Van | <input type="checkbox"/> Lectern | <input type="checkbox"/> LCD Projector and Screen |
| <input type="checkbox"/> Easel | <input type="checkbox"/> Dishes/Utensils | <input type="checkbox"/> Microphone Sound System |
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Tables _____ | <input type="checkbox"/> Other _____ |

SERVICES Coffee: how much _____ Water: how much _____
 Custodial: where and how many _____

SPECIAL ARRANGEMENTS Child Care Rehearsal Times Floral Security

I have read the Building Policy and agree to comply with it. Administrative Secretary will be notified in advance of any change of hours or date.

SIGNATURE: _____ Date: _____

Complete form and return to LHUMC Administrative Secretary. Date placed on church calendar: _____