

**United Methodist Church of El Segundo**

540 Main Street, El Segundo CA 90245

Ph: 310 322-0051 • Fax: 310 322-2750

Office Use Only:

Event \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Fee/Paid \_\_\_\_\_

# FACILITY USE REQUEST FORM

## ONE TIME USE

Name/Purpose of Event \_\_\_\_\_

Day of Event / Meeting \_\_\_\_\_

Time of Event \_\_\_\_\_

Number Attending \_\_\_\_\_

<i>Church Areas Needed</i>	<i>Check Off</i>	<i>Fee</i>
Sanctuary	_____	_____
Tinoco Chapel	_____	_____
Johnson Hall	_____	_____
Kitchen	_____	_____
Lounge	_____	_____
Parking Lot	_____	_____

Check Any Items Needed:

Tables \_\_\_\_\_ Number Needed \_\_\_\_\_

Chairs \_\_\_\_\_ Number Needed \_\_\_\_\_

Other Items (please list) \_\_\_\_\_

\_\_\_\_\_

**Required Rules of Use**

1. Use of church facilities must be within the moral and spiritual guidelines of the church.
2. Use may not be for personal or financial gain and/or political purposes.
3. Use for Conference or District purposes must go through the Pastor for approval.
4. Local church use overrides all other requests.
5. Fees will be paid in advance of use.
6. Smoking, consumption of alcoholic beverages, and nailing or stapling to walls is not allowed.
7. Eating or drinking in the Sanctuary is not permitted.
8. The facility utilized is to be returned clean and put back in as good or better condition than the way you received it.

*The church reserves the right to refuse or cancel usage if these rules are violated.*

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***I have received, read and agree to abide by the Policies for the Use of Church Facilities as stated on back:***

Name (print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_

Date Submitted \_\_\_\_\_

Signature \_\_\_\_\_

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**Authorized Approval:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**Other Instructions:** \_\_\_\_\_  
\_\_\_\_\_