

# Facility Use Request Form



Please return completed form to one of the pastors or by email to [info@saltandlightsumter.com](mailto:info@saltandlightsumter.com).

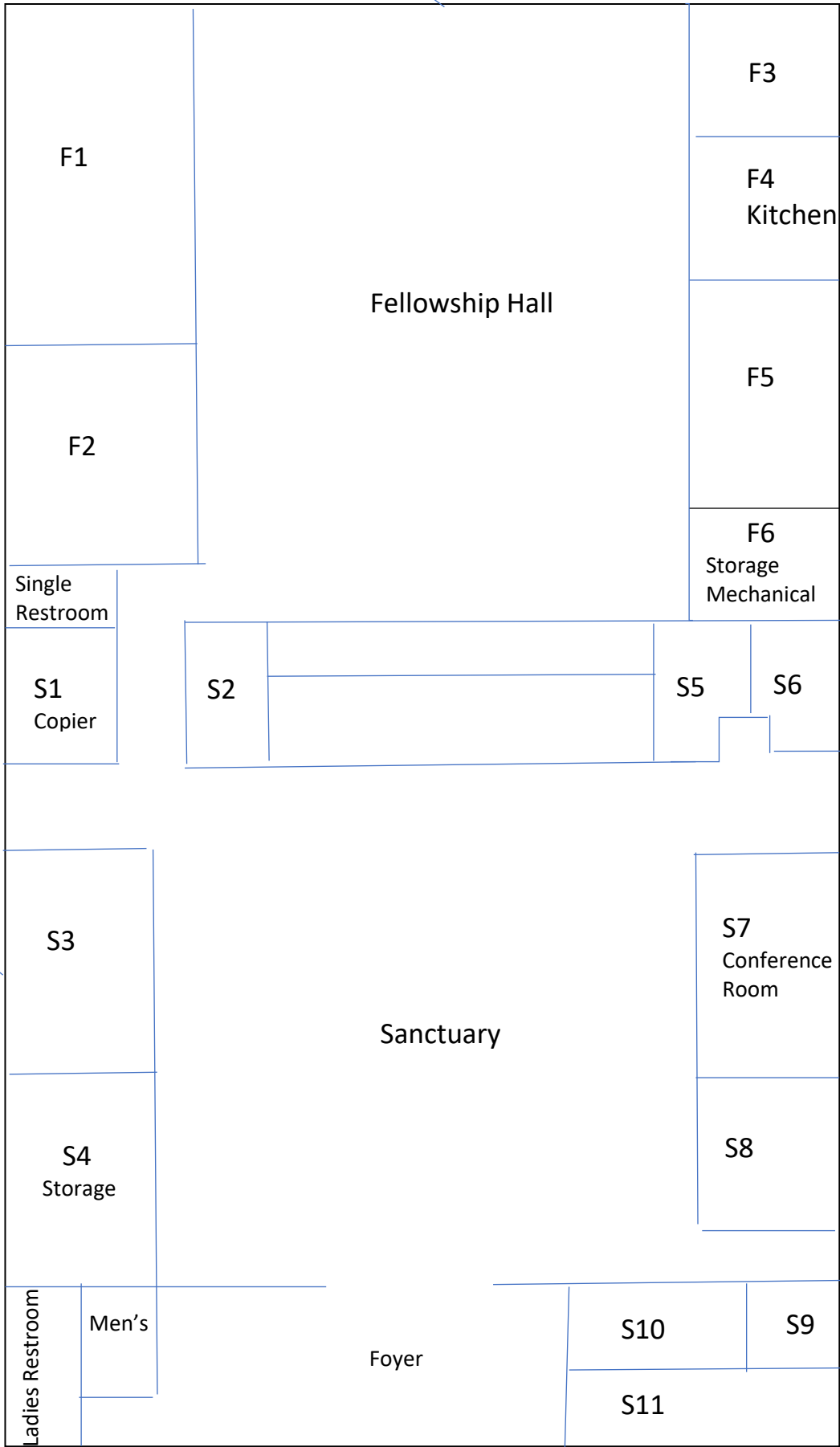
1. \_\_\_\_\_ Date of request: \_\_\_\_\_  
(Group or Individual requesting use)
2. Address of Group or Individual: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
3. Desired Date(s): \_\_\_\_\_
  - a. Time(s) Requested: \_\_\_\_\_
  - b. If Recurring: Start Date: \_\_\_\_\_  
End Date: \_\_\_\_\_
  - c. Estimated number of people involved: \_\_\_\_\_
4. Member or regular attender who will be present: \_\_\_\_\_  
\_\_\_\_ Have key code (key) for building      \_\_\_\_ Will need key code or key for access
5. Facilities needed (please circle all rooms you plan to use):
  - a. Fellowship Hall
  - b. Kitchen
  - c. Classroom(s) – Which room(s)? \_\_\_\_\_ (see back for Room #)
  - d. Conference Room
  - e. Sanctuary
6. Equipment needed:
  - a. # of 6' Tables: \_\_\_\_\_ # of 8' Tables: \_\_\_\_\_ # of round 5' round tables: \_\_\_\_\_  
(8 available)                      (4 available)                      (3 available)
  - b. TV/VCR/DVD
  - c. Video/Sound room access
  - d. Overhead Projector
  - e. Coffee Maker

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

\_\_\_\_\_ Date entered on church wall calendar

\_\_\_\_\_ Date entered on website calendar

\_\_\_\_\_ Date filed in DropBox



Front Doors – Miller Rd.