

Fairwood Community United Methodist Church
15255 SE Fairwood BLVD
Renton, WA 98058 Telephone: 425-228-4577
Email: office@fairwoodumc.org

FACILITIES REQUEST FORM

Organization Name _____ Date Submitted _____
Person Making Request _____ Non-Profit Group Yes ____ No ____
Contact person, if different _____ Contact's Email _____
Address _____
Home or Cell Phone _____ Work Phone _____

Date	Room Requested	Day of Week	Setup/Cleanup Time (How long do you need the space?)	Event Start/End Time (Actual time of your event)	Number of People Expected

Space for more dates on back of form

Please pay usage donation upon building coordinator's confirmation of reservation.

Sound System needed? Yes ____ No ____

Comments or other requests:

Purpose/Nature of Meeting:

If your event or meeting involves minors, you must read the Youth and Children Safe Church Policy. This can be found on the church website at www.fairwoodumc.org and by the main entrance of the church. A digital copy can be sent to you by request.

I have read and agree to follow the guidelines stated in the Youth and Children Safe Church Policy. Yes ____

Signature _____

Approval will be provided within 24 hours of request

For Office Use Only – APPROVAL STATUS

Approved by _____

Date _____

Denied by _____

Date _____

Donation amount \$ _____

Paid Date _____