

Fairwood Community United Methodist Church

15255 SE Fairwood Boulevard

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 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 _____