

Fairwood Community United Methodist Church

15255 SE Fairwood Boulevard

Renton, WA 98058

Telephone: 425-228-4577

Email: office@fairwoodumc.org

FACILITIES REQUEST FORM FOR OUTSIDE GROUPS

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 _____

Requirements:

- **Copy of Liability Insurance Policy must be attached in order for the request to be forwarded to the Trustees for approval. You will be notified after the Trustees have had a chance to evaluate your request and prepare a contract.**
- **Submit a copy of your Covid-19 protocols that will be followed during your event.**
- **Donations are most welcome. Please make payment to FCUMC upon Trustees' confirmation of your reservation. Thank You!!**

| 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 |
|------|----------------|-------------|---|--|---------------------------|
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Space for more dates on back of form

Purpose/Nature of Meeting:

You are encouraged to bring your own portable sound system, if needed.

Comments or other requests:

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 _____

For Office Use Only – APPROVAL STATUS

Approved by _____ Date _____

Denied by _____ Date _____

Donation amount \$ _____ Paid Date _____