

# FOLCROFT UNION CHURCH

## REQUEST FOR USE OF FACILITY / PROPERTY FOR USE BY FRIENDS OUTSIDE OF OUR CHURCH FAMILY (Requires a Member/Regular Attender-Sponsor for approval)

**INSTRUCTIONS:** Please read the attached Policy. Please keep the Policy sheet for reference – hand in this Request Form only. Please provide all the information requested below. Submit to Christian Ed. Committee by placing this form into DRAWER #12. If you have questions or concerns, please call the Church Office at 610-461-8300.

Request made by: \_\_\_\_\_  
(name of individual )

of the \_\_\_\_\_  
(name of group or organization)

\_\_\_\_\_  
(home phone) (work or cell phone)

\_\_\_\_\_  
(address of individual, group or organization)

on \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
(day and date requested) (time period requested)

for \_\_\_\_\_  
(type of activity)

FOR USE OF THE FOLLOWING ROOMS and/or EQUIPMENT (tables, chairs, etc.)

\_\_\_\_\_

**Access to Youth Rooms, games and equipment is granted only by special request to the C.E. Committee and only if monitored by a Member-Sponsor Adult (age 25 or older) who is present at the event.**

I request use of the \_\_\_\_ Youth Room \_\_\_\_ games and equipment

Name & Phone of my Member- Sponsor \_\_\_\_\_

\_\_\_\_ I am requesting use of the Church Kitchen for food preparation and service. The list of specific items I am requesting is attached.

Number of people under the age of 18 expected to attend: \_\_\_\_\_

Number of people over the age of 18 expected to attend: \_\_\_\_\_

**We have read the Responsibility Contract and we agree to follow the guidelines established and abide by the restrictions listed.**

Signature: Requester \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature: Sponsor \_\_\_\_\_ Date Signed \_\_\_\_\_

