

Facilities Request Form

Cannon's Camp Ground United Methodist Church

Please complete this form and submit it to the church office at least 48 hours in advance. Church-related functions have priority over secular activities such as birthday parties, family reunions, dinners, etc. Typically, the church gymnasium, kitchen, and Conference Room are in use from 3:00 pm until 8:00 pm every Sunday for church activities and programs.

This form should be completed by all persons desiring to use the church facilities at any time, including individuals, Sunday School classes, civic groups, etc.

It is recommended that persons desiring to use the church facilities check the church calendar prior to completing this form and also have a second choice of date.

Name _____ Date of Request _____

Address _____ Telephone _____

Date Needed _____ START TIME _____ END TIME _____

Second Choice of Date _____ START TIME _____ END TIME _____

Type of Event _____

Please indicate the facility or facilities you are requesting for use:

- _____ Gymnasium
- _____ Conference Room
- _____ Kitchen
- _____ Sunday School class (**recommended for small group meetings during times when other facilities are in use.**)
- _____ Shelter
- _____ Softball Field
- _____ Family Playground and Picnic Area
- _____ Sanctuary

A \$70.00 deposit is required once your date has been confirmed by the Church Secretary. Upon cleaning and inspection of the facility or facilities, your deposit will be returned.

For complete details, please contact the church at cannons_umc@charterinternet.com or the church secretary at agilmer@charterinternet.com.