

St. Matthew's United Methodist Church
30900 6 Mile Rd., Livonia, MI 48152
Phone: 734-744-6174
"Find hope. Be hope. Share hope."

SCHEDULING SPECIAL EVENT CHURCH ACTIVITIES
BUILDING USE REQUEST FORM

To inquire about use of the church, please contact the church's Administrative Assistant (Esther Kemoli) at 734-744-6174 or ekemoli@stmatthewslivonia.com. Note – please submit requests at least 2-weeks prior to your event, so that proper arrangements may be made.

Categories of special events: Mission Pancake Breakfasts, Mission Pasty, Classical Bells Concerts, Trunk or Treat, Easter Events, Christmas Concert, Bake Sales, other sales and fundraisers for the church, other related church activities organized by members of the church

Event: _____

Group: _____

Contact Person: _____

Address (Street, City, State, Zip: _____

Email: _____ Phone: _____

Are you a member of St. Matthew's UMC: Yes No

Date(s) of Event: _____

Actual Start/Finish Times of Event: _____

Anticipated Number of Attendees: _____

Room(s) Needed: _____
(Available Rooms: Fellowship Hall, Kitchen Sanctuary, Rooms #107-108, Music Room)

Will you need additional time for set-up: Yes No (If yes, please specify preferences below.)

Date of Set-up: _____

Start/Finish Times of Set-up: _____

Additional needs (according to rooms):

Sanctuary

- Use of grand piano
- Use of upright piano
- Use of keyboard
- Use of a/v system (May require church a/v tech at an additional fee.)

Fellowship Hall

- Tables
- Chairs
- Audio System

Kitchen

- Dinnerware
- Cups
- Coffee Pot
- Dishwasher

Room #107/108

- TV/DVD

Comments/specifics re. additional needs: _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY:			
	Signature	Date	Comments
Requested Rooms Available:			