aleychurch
4143 Kemp Rd. Beavercreek, OH 45431

Facilities Space Usage Request Form

Information:

Event:
Date of Event: Set-Up Time: Event Start Time: Cleanup/End Time:
Organization: # of People:
Contact Name:
Contact Phone: Contact Email:
One-Time Event? Yes / No Request for Ongoing Usage: Yes / No

If you are requesting usage that will involve more than one time/date as listed above, then please give details of the extended request here:

Date Start: Termination Date: Day of the Week:

Facilities & Equipment:

(Please note these are your preferences, but final location will be based on availability, size of your group and needs requested. Form will be submitted to our Trustees' for approval.)

Activities Building Hospitality Center Kitchen Pavilion Sanctuary

Room(s): 121/123 201/203 202 204 205 (small) 208

Equipment:

(Use of the Technology located in the areas you are requesting must be listed here, or an additional needs):

Request to use church property off-site:

# of Chairs: # of Tables: Rectangle: 6ft 8Ft Round:

Other:

Building Security Access:

Do you already have a church key code? Yes / No
Do you have security code to disarm the alarm system? Yes / No

Fees:
I have read and understand the *Aley United Methodist Church Property Use Policy* and agree to its terms and conditions.

Signature: Date:

#937-426-3988 **www.aleyumc.org**

Love God.
Love People.
Make Disciples.