

## REQUEST TO TRUSTEES

NOTE: Memorial's Trustees meet on the 1<sup>st</sup> Monday of each month and any request to come before them should be submitted at least **10 days prior**, if possible, in order to be on their meeting agenda. Please turn in requests to the church office or place in the Trustee box in Fellowship Hall.

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Requestor Information: \_\_\_\_\_ Date Request Made: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Request/Proposal:

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Memorial Contact Person (Name and Contact Info):

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**NOTICE: SOME EVENTS MAY REQUIRE A CUSTODIAL FEE RATE  
(REGULAR OR OVERTIME) FOR CLEAN-UP AND/OR BUILDING SECURITY.**

Please attach or furnish a description, cost, estimate, date(s) to be performed, diagram/photograph, space or materials needed, financing/furnishing/payment method – Requests/Proposals must comply with the Memorial United Methodist Church Policy, Church Calendar, Church Financial ability, priority or need, and approval of church Trustees.

Custodial Fee Assessed? \_\_\_\_\_

Is a certificate of insurance required? \_\_\_\_\_

Clear on Church Calendar? \_\_\_\_\_

Approval Date: \_\_\_\_\_

