

**MEMORIAL UNITED METHODIST CHURCH
REQUEST TO TRUSTEES**

NOTE: Memorial's Trustees meet on the **second 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.

Requestor Information: Date Request Made: _____

Name: _____

Address: _____

Phone: _____

E-mail: _____

Request/Proposal:

NOTICE: A CUSTODIAL FEE MAY BE CHARGED AT THE APPROPRIATE 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: _____