

St. Matthew's United Methodist Church
30900 6 Mile Rd., Livonia, MI 48152. Phone: 734-422-6038
"Find hope. Be hope. Share hope."

CALENDARING FORM FOR CHURCH REPEATING EVENTS (Building Use)

To inquire about use of the church, please contact the church's Administrative Assistant (Esther Kemoli) at 734-422-6038 or ekemoli@stmatthewslivonia.com.

Groups to fill this form: Committees, Bible Study Groups, Fellowship Groups, UMW meetings and activities, Staff meetings, Heart crafters, Ad Council, Trustees, Boy and Cub Scouts, Pickle Ball, Choirs, Praise Band, Classical Bells

Event: _____

Committee/Group/Individual: _____

Contact Person: _____

Email: _____ **Phone:** _____

Date(s) of Event: _____

Repeat Event: Please check one box

Every Day	<input type="checkbox"/>
Every Week	<input type="checkbox"/>
Every	<input type="checkbox"/>
Every Month	<input type="checkbox"/>
Once a year	<input type="checkbox"/>
Never	<input type="checkbox"/>
Other (please specify):	

Actual Start/Finish Times of Event: _____

Anticipated Number of Attendees: _____

Room(s) Needed: _____

(Available Rooms: Fellowship Hall, Kitchen, Library, Sanctuary, Rooms #105,106, 107/108, Music Room)

FOR OFFICE USE ONLY:			
	Signature	Date	Comments
Requested Rooms Available & Activity entered into Master calendar:			

**Notes/ Comments/specifics re. additional needs (pleas fill in details on the next page)*

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