



ST. MATTHEW'S UNITED METHODIST CHURCH OF LIVONIA  
 30900 SIX MILE ROAD  
 LIVONIA, MICHIGAN 48152  
 734-422-6038 ~ 734-422-6039 - Fax

**CHURCH FUNCTION EVENT REQUEST FORM**

C.O.M APPROVAL NO \_\_\_\_\_ YES \_\_\_\_\_ \_\_\_\_\_

*Signature*

TRUSTEE APPROVAL NO \_\_\_\_\_ YES \_\_\_\_\_ \_\_\_\_\_

*Signature*

DATE OF REQUEST \_\_\_\_\_

Event Date(s) \_\_\_\_\_ TIME FROM \_\_\_\_\_ A.M. TO \_\_\_\_\_ A.M.  
 \_\_\_\_\_ P.M. TO \_\_\_\_\_ P.M.

If consecutive dates, meets from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_  
(month, day, year) (month, day, year) (day(s) of week)

Set Up/Decorating Date(s) \_\_\_\_\_ TIME FROM \_\_\_\_\_ A.M. TO \_\_\_\_\_ A.M.  
 \_\_\_\_\_ P.M. TO \_\_\_\_\_ P.M.

Person making request \_\_\_\_\_ Phone No. \_\_\_\_\_

Email \_\_\_\_\_

Group/Committee \_\_\_\_\_

Person in charge \_\_\_\_\_ Phone No. \_\_\_\_\_

Room(s) Requested \_\_\_\_\_ Approximate Attendance \_\_\_\_\_

Event \_\_\_\_\_

Key(s)	Key No. _____	To _____	(Location)	(Signature)
Required:	Key No. _____	To _____		
	Key No. _____	To _____		

Tables and \_\_\_\_\_ Round, 8 chairs each table (16 tables)  
 Chairs Requested: \_\_\_\_\_ Rectangle, 10 chairs each table (12 tables)

PLEASE NOTE: For most events, each group usually sets up for their own meetings.  
 Will you need janitorial or table set-up assistance? No \_\_\_\_\_ Yes \_\_\_\_\_

\* Audio: P. A. Mikes \_\_\_\_\_ Portable Speaker \_\_\_\_\_  
 \* Visual: TV/VCR \_\_\_\_\_ Slide Projector \_\_\_\_\_ Movie Projector \_\_\_\_\_  
 Overhead Projector \_\_\_\_\_ Screen \_\_\_\_\_

\* If you need any of this equipment, please make sure you call the office the day before  
 the event to check where it will be left for you.

Will you need audio or visual set-up assistance? No \_\_\_\_\_ Yes \_\_\_\_\_

Other equipment: \_\_\_\_\_

**\*\*SEE OTHER SIDE FOR LIST OF OFFICIAL CHURCH ORGANIZATIONS.**

**ST. MATTHEW'S UNITED METHODIST CHURCH**

**OFFICIAL CHURCH ORGANIZATIONS**

(Exempt from charges for building and facilities)

Church sanctioned Boy Scouts, Cub Scouts, Girl Scout & Leader Meetings  
Circle meetings  
Classical Bells \*  
Committee Sponsored Events  
Funeral of members  
Funeral dinners of members  
Handbell Choirs  
Music Teachers \*  
New Beginnings  
Stephen Ministers  
Sunday School Events  
UMM  
UMW  
Vocal Choirs  
Weddings of members  
Youth group meetings

**ALSO EXEMPT FROM CHARGES:**

All United Methodist organizations, connectional boards and agencies.

\* Individual events subject to review by the Board of Trustees.