**St. Matthew’s United Methodist Church**

**30900 6 Mile Rd., Livonia, MI 48152**

**Phone: 734-744-6174**

**“Find hope. Be hope. Share hope.”**

**CHURCH BUILDING USE REQUEST FORM**

To inquire about use of the church, please contact the church’s Administrative Assistant (Kim DeSantis) at 734-422-6038 or kimdesantis@stmatthewslivonia.org. Note – please submit requests at least 2 weeks prior to your event, so that proper arrangements may be made.

Event:

Committee/Group/Individual:

Contact Person:

Email: Phone:

Date(s) of Event:

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)

Will you need additional time for set-up: Yes ☐ No☐ (If yes, please specify preferences below.)

Date of Set-up:

Start/Finish Times of Set-up:

**Additional needs (according to rooms):**

Sanctuary

* Use of grand piano
* Use of upright piano
* Use of keyboard
* Use of a/v system (May require church a/v tech at an additional fee.)

Fellowship Hall

* Tables
* Chairs
* Audio System

Kitchen

* Dinnerware
* Cups
* Coffee Pot
* Dishwasher

Room #105,106,107/108

* TV/DVD

Comments/specifics re. additional needs:

**FOR OFFICE USE ONLY:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Signature** | **Date** | **Comments** |
| **Requested Rooms Available &**  **Activity entered into Master calendar:** |  |  |  |