

Facility Use Request Form

for
Mt. Carmel Friends Church
3470 Kennard-Kingscreek Rd.
Cable, OH

To be completed by the person requesting the use of Church facilities:

Your Name: _____

Today's Date: _____

Organization's name and nature, if applicable:

Date(s) Requested for Function: _____

Time(s) of Day Requested: _____

Nature of Function: _____

Your Phone Number(s): _____

Estimated Number of People to Attend: _____

Your Address: _____

Church space(s) Requested: _____

Your Email: _____

Are you requesting use of the kitchen? _____

(Add any additional details on back)

Will you be serving food/drinks? _____

Will you be using our sound equipment or
instruments (which?)? _____

For Church Office Use Only (Initial Each)

App. Received by: _____

Date Received: _____

Approved? _____

Additional Notes: _____

**Who is Your Church Member-Sponsor (if not
yourself)?** _____

His/Her Phone Number: _____

*Distribute copies to Elder of Stewardship, Church
Office, and Applicant.*

*Please sign (& date) here, indicating that you have read the Facility Use Policy for Mt. Carmel
Friends Church and that you agree to its terms:*

Signed: _____

Date: _____

To be completed by the Member of Mt. Carmel Friends Church sponsoring the above function:

Name: _____

Phone Number: _____

*Please sign (& date) here, indicating that you have read the Facility Use Policy for Mt. Carmel
Friends Church and that you agree to its terms as Sponsor, including accepting responsibility for the
function listed above and vouching for the group using Church facilities:*

Signed: _____

Date: _____