



Community Groups Facility Request Form

Please complete this form in its entirety and return it to the church office at least 60 days prior to your event. Attach a separate page if necessary to further explain the event or organization. If you have any questions, please contact the Church Scheduling Coordinator, Nikole Segale, 813-689-6849 ext.222 or email nikole.segale@saumc.net.

1. Contact Name(s) _____
2. Contact Phone Number(s) _____
3. Contact Email(s) _____
4. Name of Group _____ Non Profit? Yes No
5. Purpose of Group _____
6. Day, Date and Time Requested _____
7. Second Choice for Day, Date and Time _____
8. Will this be an ongoing meeting? Yes No
9. If Yes, How often will this group meet? Weekly Bi-Weekly Monthly
10. How many people do you anticipate attending? _____
11. Will you have food? Yes No
12. Do you require access to the Kitchen? Yes No
Please note that access to the Kitchen DOES NOT INCLUDE any linens, glassware, paper products, utensils, etc. The Kitchen Coordinator/Hostess will contact you regarding your Kitchen needs.
13. Will you charge a fee for your event/meeting? Yes No
14. Will the public be invited to attend? Yes No
15. Will you require any Audio Visual Needs? (microphone/sound system/projector) Yes No
16. Have you read and do you understand the Building Use and Guidelines Consent Form? Yes No
17. Have you signed and returned the Waiver and Release of Liability form? Yes No
18. Have you read the Mandatory Use Impact Fee Schedule? Do you understand that each event/meeting is treated on a case by case scenario and fees can and will be adjusted as necessary and the fees shown are the maximum you will be charged for a 4 hour period? Yes No Estimated Fee \$ _____

Facility Requests are reviewed for approval the 2nd Sunday of every month. There are NO EXCEPTIONS. You will be notified the Tuesday following that Sunday if your request was approved/denied and the fees required.