

St. Matthew's United Methodist Church
8617 Little River Turnpike, Annandale, Virginia 22003
(703) 978-3500

BUILDING USE APPLICATION FOR A CHURCH ACTIVITY

PROPOSED DATE: _____

PROPOSED TIMES: _____

PROPOSED ACTIVITY: _____

CHAIRPERSON FOR EVENT:

NAME: _____

ADDRESS: _____

PHONE # _____

PURPOSE OF PROPOSED ACTIVITY:

PROPOSED ROOMS NEEDED AND DATES NEEDED: (Do you need Kitchen, Social Hall, Classrooms?)

EQUIPMENT NEEDED: (Do you need Audio Visual/IT/Media Equipment, Tables, Chairs?)

ESTIMATE NUMBER OF PERSONS TO BE INVOLVED:

Approved: _____

Submitted by _____

Date: _____

Date _____

NOTE: All activities will try to be accommodated. Order of preference given to date submitted. No Activity will be placed on the Church Calendar until application is approved.

Alcoholic beverages, drugs, gambling or the use of non-Christian like videotapes or movies are prohibited on Church property.

ANNEX A