

ROOM/OUTSIDE SPACE REQUEST FORM

Please complete this form. Maintain an approved copy for your files. No building or room on the campus of Church of Our Saviour can be used without prior arrangement with the church office. email: office@oursavioursc.com or 843.768.2046. All church events get priority over non-church events, but scheduling and approval is necessary to maintain priority. You must abide by the rules and regulations of the facility usage agreement and leave the building as the church representative directs.

NAME OF GROUP/ORGANIZATION REQUESTING FACILITIES:

FACILITY OR ROOM(S) TO BE USED: ALL SAINTS CLASSROOM LIBRARY FIRE PIT

KITCHEN CHURCH (Rector must approve)

PURPOSE OF FUNCTION: _____

DATE TO BE USED: _____ UNTIL: _____ TIME

NEEDED: _____ UNTIL: _____

CONTACT PERSON: _____ PHONE: _____

E-MAIL: _____

NUMBER OF PEOPLE EXPECTED: _____

DEPOSIT AMOUNT RECEIVED: _____

PAYMENT IN FULL RECEIVED: _____

By signing this application, I have read and agree to the policies and regulations outlined in the "Policies and Regulations for Use of Our Saviour's Church Facilities", "Policies Regarding Kitchen," "Our Saviour's Church Policy on Serving Alcoholic Beverages" and "Statement of Faith."

APPLICANT'S SIGNATURE: _____ DATE: _____

PRINTED NAME/GROUP: _____

Office Personnel SIGNATURE: _____

This policy was adopted and approved by the Vestry of Church of Our Saviour, March 20, 2019. It was amended per the Vestry meeting on October 22, 2020 to accommodate additional protocols due to COVID-19. Protocols for COVID-19 are now suspended.