



# Simpson United Methodist Church

6001 Wolff Street, Arvada, CO 80003  
Office: 303-428-7963 / Fax: 303-427-1577  
Email: [simpsonumc@comcast.net](mailto:simpsonumc@comcast.net)

## CHURCH USE PROCEDURES

**Note: All person(s), organizations, groups, etc. must complete this form prior to use the facility. Please print and provide the following information clearly.**

Date Submitted: \_\_\_\_\_

Responsible person will be \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of the Event: \_\_\_\_\_

Date of Use: \_\_\_\_\_

Area of Use (what rooms): \_\_\_\_\_

# of Tables: \_\_\_\_\_ # of Chairs \_\_\_\_\_

Audio and Video

# of Mics: \_\_\_\_\_ Music format (CD, USB, Phone, etc.): \_\_\_\_\_

Setup Start Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Clean up End Time: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Total Fees: \$ \_\_\_\_\_

To be completed by Simpson:

Request Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Person to Open: \_\_\_\_\_ Phone #: \_\_\_\_\_

Person to Close: \_\_\_\_\_ Phone #: \_\_\_\_\_

Recorded on Calendar  Cash  Check \_\_\_\_\_ Date Received: \_\_\_\_\_