

FACILITY RESERVATION FORM

Due to COVID-19, the only indoor locations that are currently available for small group use are the main room of the Fellowship Center, the Fellowship Center kitchen, and the Love Conference Room. The Sanctuary, Education Building, and Youth Room are not to be used at this time. Group size restrictions have been eliminated for both indoor & outdoor gatherings.

Name of Group: _____

Date(s): _____ Begin Time: _____ End Time: _____

Activity Description: _____

Name of Designated Representative: _____

Address: _____

Phone: _____ Email: _____

- Fully vaccinated people may enter without masks. Unvaccinated people must continue to wear a mask per CDC guidelines. Group leaders are responsible for letting attendees know about the mask policy.
- If meals are prepared in the kitchen, food needs to be served to individuals by people wearing masks and gloves.
- All participants must notify church of potential Covid exposure & follow guidelines of not returning to activities at WUMC for 10 days.
- End time must be enforced in order to allow sufficient time between groups.
- Space is available on a *first come, first served* basis for approved users. Generally, church related functions will take priority.
- Groups will lose privileges to meet if any of the above guidelines are not followed.

FOR OFFICE USE ONLY

Date/time form received: _____ Date approved: _____

Date fee/deposit received: _____ Amount: _____

Date key returned: _____ Date deposit refunded: _____