



# FOREST HILLS UNITED METHODIST CHURCH BUILDING REQUEST FORM

## EVENT INFORMATION

Desired Date & Time:

Description of Event or Group:

Group Size:

Rooms Needed:

Do you need to use any of the following (circle all that apply):

Kitchen

Sanctuary

Sound Equipment

Sponsor Name and Phone number:

(If you are a church member, please list a sponsor who will open and close the building for you. If you are guest, a sponsor will be assigned to you.)

## CONTACT INFORMATION

Name:

Phone Number:

Email:

## ANY OTHER IMPORTANT INFORMATION

Please return this completed form to the church office and someone from Forest Hills will contact you with further information. If you have questions, please call the church office at 651-464-5249. You may submit this form in person or by:

- Email: [office@foresthillsunc.net](mailto:office@foresthillsunc.net)
- Mail: Forest Hills United Methodist Church  
1790 11<sup>th</sup> Street SE  
Forest Lake, MN 55025