

Westport Point United Methodist Church
1912 Main Road, Westport Point, MA 02791
(508) 636- 2036 (office)
www.westportpointumc.com

Request for Building Use

Date of Request: _____

Group Name: _____

Address: _____

Profit / Nonprofit (circle one)

Phone: _____

E-Mail: _____

Primary Contact: _____

Phone: _____

Type of Event: _____

Circle one: One -time

On going

Date(s) needed: _____

Times: _____

of attendees: _____

Facilities & Equipment required:

check off needs:

Sanctuary

HHCC*

Kitchen

Grounds

Classroom

Other

Tables

Chairs

Media

Other Notes:

*HHCC - Howland Hall Community Center

circle applicable

Charging for Admission: Yes or No

Meals or refreshments: Yes or No

Alcohol being served: Yes or No

Special needs: _____

Trustees Approval: _____

Date: _____

Pastor Approval: _____

Date: _____