



St. Matthew
United Methodist Church

Sunday Service Patio Request Form

For fundraisers and donation collections before and after Sunday service!

Please allow up to 14 days to be contacted regarding the processing of your request.

About the Requester

Requester's Full Name: _____

Phone: _____ Email: _____

Name of Group/Affiliation: _____

- Church Group
- Church Member
- Non-Church Group

Alternate Contact to Requester Name: _____

Phone: _____

About the Event/ Function

Purpose of Activity: _____

Date(s) of Activity (max 2 per request) : _____

Setup Time: _____ to _____

Event Time: _____ to _____

Clean-up Time: _____ to _____

Purpose/Goal of Fundraiser: _____

OFFICE USE ONLY

Date Received:

____ / ____ / ____

- Approved
- Not Approved, because:

Approvers Initials: _____

- Entered on Calendar
- Contacted Requester

Patio Setup

"The Rock" Display Patio creates an identified location for all displays and allows the "Fellowship Patio" to remain open for conversation and fellowship! Also, "The Rock" opens the entrance to our sanctuary, welcoming all worshipers - especially those visiting our church for the first time! We request tables and displays do not block benches or areas other than "The Rock". *Note: The number of requested items will be available Sunday morning in the Activity Center/Room C4.*

- There is no set up needed, the patio as is will be fine.
- Number of 6' Tables: _____
- Number of Card Tables: _____ Number of seats: _____



Please sign below in understanding and agreement:

Signature of Requester: _____ Date Signed: _____

Printed Name of Requester: _____

PLEASE EMAIL COMPLETED AND SIGNED FORM TO: OFFICE@STMATTHEWMESA.ORG

May also drop off in person during office hours or fax to 480-838-7354
or mail to: 2540 West Baseline Rd. Mesa, AZ 85202