

# Briarcliff UMC

## Facilities Use Request Form

<b>Group/Committee Information Sheet</b>	Group Name	
	Contact Name	
	Address:	
	Phone Number	
	Alternate Phone Number	
	Email Address	
	Day(s) of Meeting	
	Comments	
	Time of Meeting	
	Room Preference	
<b>Briarcliff United Methodist Church</b>	Number of Participants	
	Refreshments	

Participants are expected to perform any set up and cleanup and return the area to its normal condition. Additional charges will be assessed for setup/cleanup required by church staff.

Please complete form. Email to [church@briarcliffumc.com](mailto:church@briarcliffumc.com) or fax to 404.321.1939. If the information changes at any time, please contact the church office at 404.321.3854