



Church Funeral Request Form

This form is to be completed by the family or representative requesting the use of the church for a funeral or memorial service. Submission of this form does not guarantee availability. Final approval must be granted by the pastor or church board.

Deceased Information

Full Name of Deceased: _____

Date of Birth: _____ Date of Death: _____

Church Membership (if any): _____

Requestor Information

Name of Requestor: _____

Relationship to Deceased: _____

Phone Number: _____

Email Address: _____

Funeral Service Details

Requested Date of Service: _____

Requested Time (Start - End): _____

Viewing Time (if applicable): _____



Expected Number of Attendees: _____

Officiating Minister (if known): _____

Eulogist: _____

Funeral Home (if applicable): _____

Facility Usage Needs (check all that apply)

- ☐ Sanctuary
- ☐ Fellowship Hall (Repast)
- ☐ Kitchen
- ☐ Audio/Visual Equipment
- ☐ Parking Lot

Additional Church Services (check all that apply)

- ☐ Church Musician
- ☐ Choir/Soloist
- ☐ Sound Technician
- ☐ Video Recording
- ☐ Custodial Services

Repast (If Applicable)

Will the repast be held at the church? ☐ Yes ☐ No

Estimated Number of Guests for Repast: _____

Will food be prepared on-site or catered? _____



Policies and Agreement

1. A fee schedule will be provided for services rendered (AV support, cleaning, musicians, etc.).
2. All church policies regarding use of the facility must be followed.
3. No smoking or alcohol is allowed on church property.
4. Decorations must be approved in advance and removed promptly after the service.
5. The family is responsible for any damages incurred during the use of church facilities.
6. Repasts must be concluded and cleaned up by the agreed-upon time.
7. Final approval is required by the church pastor or board.

Requestor Signature: _____ Date: _____

Pastor/Church Approval: _____ Date: _____