

# Proposal for a Modification to existing Building, Landscaping or Playground Areas of St. Luke's United Methodist Church



Any person or group wanting to modify any part of the building or grounds of St. Luke's United Methodist Church must complete the following, providing additional pages as needed, and forward the request to the Director of Trustees for consideration prior to a regularly scheduled meeting. The Trustees regular meetings are held on the 2<sup>nd</sup> Monday of every month at 7:00 PM at the church.

The Trustees will review the request, and determine the appropriate next steps. If requested, the primary contact and any or all of the group members will present their Proposal during the next scheduled Trustees meeting to answer questions and secure written approval prior to beginning any project. Any changes made without prior authorization may be removed.

1. Group making the request: \_\_\_\_\_
    - a. Primary Contact Name: \_\_\_\_\_
    - b. Phone: \_\_\_\_\_
    - c. Email: \_\_\_\_\_
  2. Project Description: \_\_\_\_\_
  3. Proposed Solution: \_\_\_\_\_
  4. All groups who use the area(s)\*: \_\_\_\_\_
  5. Estimated cost to complete the project: \_\_\_\_\_
  6. Estimates created by:
    - a. Name: \_\_\_\_\_
    - b. Expertise: \_\_\_\_\_
    - c. Phone: \_\_\_\_\_
    - d. Email: \_\_\_\_\_
  7. Project Time Line
    - a. Please attach a schedule of tasks to be completed, and any detailed drawings or explanations that will help this group to understand your proposal.
    - b. Cost estimate: \_\_\_\_\_
    - c. Costs will be paid by: \_\_\_\_\_
  8. On-going maintenance and yearly expense estimate: \_\_\_\_\_
    - a. People or group responsible for maintenance: \_\_\_\_\_
    - b. How often will this maintenance be completed? \_\_\_\_\_
- Approved: \_\_\_\_\_ Declined: \_\_\_\_\_
9. Explanation: \_\_\_\_\_
  10. Director of Trustees: \_\_\_\_\_ Date: \_\_\_\_\_

\* See the Administrator in the Church Office to learn names of other groups using the affected areas



**ST. LUKE'S**  
United Methodist Church  
there is a place for you here