

# Building Request Form

This form is to be used to request space and equipment in the church and to ensure that all FUMC events are on the general church calendar. Your request will be approved by the front office. If we do not have a form, we cannot guarantee that space and/or equipment will be available or that your event will be communicated appropriately to the general congregation. Due to space limitations, we will try to accommodate your room preference, but all groups need to be flexible *and willing* to move their meeting location if the need arises.

**Event Name**

**Name of Responsible Party**

**Phone numbers (2)**

**Email address**

**Alt. Contact and Phone #**

**Date(s) requested**

**One time**

**Ongoing**

**Time Frame Requested** (allow for set-up/clean-up)

**Event Start Time**

**End Time**

**Space Needed** (designated your 1st, 2nd & 3rd choices, please) Sanctuary (450 occ.) Chapel (35 occ.)  
Fellowship Hall (143 occ.) Classrooms Library Other  
Off Site (where?)

**Handicap Accessibility needed?** Y or N

**Number of People Expected**

**Childcare Needed?**

**How many children do you expect?**

(2 weeks noticed is required for childcare services)

**Equipment Needed** (check all that apply) # of Tables

# of Chairs

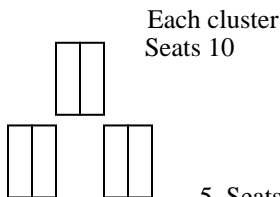
TV VCR DVD SCREEN EASEL

WHITEBOARD COFFEE CART

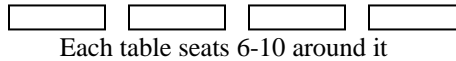
Other special needs:

**Set-Up Instructions** (check the diagram that will best suit your needs, or draw one for us and drop by the office)

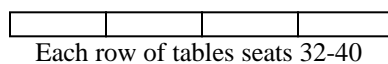
1.



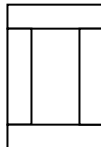
2.



3.

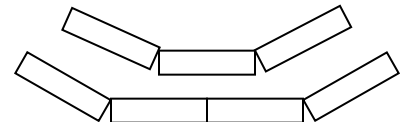


5. Seats  
15



6. Draw Your Own Below:

4. Seats 36



**Bulletin Information** (We will run announcements for 3 consecutive weeks.)

Please write a short paragraph making sure that you have communicated dates, times, place, and contact information)

\_\_\_\_\_  
Name of the Responsible Party/Date

\_\_\_\_\_  
Signature and Date of Office Staff  
(must be signed for approval)