

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 (designate 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 (circle all that apply) # of Tables _____ # of Chairs _____

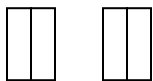
TV VCR DVD SCREEN EASEL WHITEBOARD COFFEE CART


Other special needs: _____

Set-Up Instructions (circle the diagram that will suit your needs)

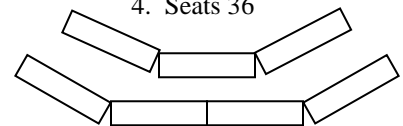
1.  Each cluster
Seats 10

2.  Each table seats 6-10 around it

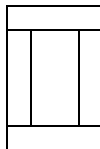


3.  Each row of tables seats 32-40

4. Seats 36



5. Seats
15



6. Draw Your Own Below:

WAIT! YOU'RE NOT DONE YET...SEE THE REVERSE SIDE TO COMPLETE THIS FORM!

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. If this information is not included, we cannot run the announcement. Thank you!)

Signature and Date of Responsible Party

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

****You will receive a confirmation email or phone call regarding your request within 3 working days. We thank you for your willingness and excitement to serve Christ at First United Methodist Church!**