

FAITH UNITED METHODIST CHURCH • ROOM REQUEST FORM

NAME OF GROUP/COMMITTEE SPONSORING EVENT: _____

NAME OF EVENT: _____

DAY/DATE OF EVENT: _____ / _____

EVENT TIME: BEGINNING: _____ ENDING: _____

Set-Up Time Beginning: _____ Clean up Finished: _____

SHOULD THIS EVENT BE PUBLISHED IN THE CHURCH CALENDAR? Y/N _____

If any event is cancelled or changed or any portion of a recurring event is not held, it is the responsibility of the contact person to notify the church calendar coordinator so that items are not incorrectly entered on the calendar.

NUMBER OF PEOPLE ATTENDING: Adults _____ Youth _____ Children _____

ROOM(S) REQUESTED: _____

CONTACT PERSON: _____ DATE : _____

DAYTIME PHONE: _____ E-MAIL ADDRESS: _____

WHO IS RESPONSIBLE FOR LOCKING/UNLOCKING? _____

Need Keys? No ___ Yes ___ *(If keys are needed to open/lock the facility, contact person is responsible for securing and returning those through Marla Hollis in the Church Office.)*

SIGNATURE OF STAFF REPRESENTATIVE: _____

Groups using church facilities must adhere to these specific guidelines:

- 1.) Areas utilized should be returned to original condition before leaving facility.
- 2.) All lights should be turned out upon leaving facility.
- 3.) All thermostats should be returned to original settings prior to leaving facility.
- 4.) Smoking is *not* allowed inside any of the buildings.
- 5.) No Alcoholic Beverages are allowed on the premises.
- 6.) Children must be supervised at all times in the same room as their parent or in the KidZone, supervised by KidZone staff.
- 7.) **Prior to leaving the facility, all exterior doors in building used should be secured.**

I have read and agreed to the Guidelines for Building Usage and will be responsible to see that they are followed.

Signature: _____ Date: _____

IF CHILDCARE IS NEEDED, PLEASE CONTACT MICHELE MILLER (409-8671) NO LATER THAN 7 DAYS PRIOR TO EVENT.

*Please allow 7 days for confirmation of your room request.
No contact will be made regarding confirmation unless requested areas are unavailable.*