

WUMC CHURCH FACILITIES REQUEST for NON-CHURCH EVENTS

Title or description of event: _____

Date of event: _____ Space(s) requested: _____

Person with a key who will open and lock up: _____

Set up time* _____ a.m./p.m. to _____ a.m./ p.m.

****This needs to be right before the event, either the day of; or, if the space is available at that time, the day before.***

Time of event _____ a.m./p.m. to _____ a.m./p.m.

Break down time* _____ a.m./p.m. to _____ a.m./p.m.**

*****Every space used is to be restored to the condition it was found in and all furniture and equipment brought from other areas of the church are to be returned to those areas. All decorations or items brought from outside the church are to be removed. All kitchen items are to be cleaned and replace to their storage area. All left-over food must be removed. Garbage cans are to be emptied and relined.***

Equipment needed:

Number of tables _____, chairs _____

[Ice is not supplied. Extension cords need to be supplied by users.]

TV/DVD___ Microphone(s)___ Stand(s) ___ Projector___

Large Screen___ Small Screen___ Other_____

Report any damages or need for repairs to facility and equipment to the church secretary.

Person submitting request: _____ e-mail _____

Contact numbers: (h)_____ (w)_____ (c)_____

Date submitted: _____

Approved by_____ date_____

___ copy for office/calendar ___ copy for Board of Trustees ___ copy for custodian

___ copy for web calendar ___ copy for Family Life Coordinator ___ copy for requester