

WUMC CHURCH FACILITIES REQUEST by members for 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. All linens are to be laundered and returned promptly to the kitchen area.***

Equipment and supplies needed:

Nursery for approximately __ children, __ infants from __ a.m./p.m. to __ a.m./p.m.

Number of tables _____, chairs _____, table cloths _____

Number of disposable dinner plates _____, small plates _____, bowls _____, utensils _____, napkins _____, drink cups _____, take out containers _____

[Be sure to check the supply cabinet a week ahead and alert secretary of any shortages. Be sure that the cooking utensils needed are available in the kitchen supply. 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, as well as any supplies that need to be ordered to restock.

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 nursery coordinator __copy for web calendar

____copy for Family Life Coordinator ____copy for requester