

Room Reservation Form

Primary Contact

Name:	.		
Phone:	.	Email:	.

Event Information

Group/Ministry:	.	Event Name:	.
Number of Guests:	.	Purpose of Event:	.
Date of Event:	.	Event Time	
List all dates if recurring:	.	Start Time:	.
		End Time:	.

Room Request and Details

Request	Floor Level	Room Name	Room Details
<input type="checkbox"/>	Lower Level	Fellowship Hall	Round tables available or rows of seating. Stage and piano
<input type="checkbox"/>	1 st Floor	Chapel (<i>small groups</i>)	Altar, piano, seating for 50
<input type="checkbox"/>	1 st Floor	Library (<i>small groups</i>)	For small groups, 10-12 people
<input type="checkbox"/>	1 st Floor	Sanctuary/Gathering Place	Seating for 450, projection of video on wall, adjustable lighting, sound (Expect for Weddings and Funerals), stained glass windows Sound/Light tech needs to be hired to run sound and lights)
<input type="checkbox"/>	2 nd Floor	Celebration Center	Large gym-basketball court, big events, stage, sound, kitchen is connected. Seats 220 at round tables. (Sound tech needs to be hired to use stage).
<input type="checkbox"/>	2 nd Floor	Room 209	6 rectangular tables, Seats 22-25, white board, TV/DVD player, can move furniture to accommodate more adults with chairs
<input type="checkbox"/>	2 nd Floor	Room 211 (<i>small groups</i>)	6 rectangular tables, 16 chairs, white board
<input type="checkbox"/>	2 nd Floor	Room 214/215	Seats 70-75 in seats for lecture, 2 white boards, 2 rectangular tables, TV/DVD player. Dividable room. Could accommodate round tables.
<input type="checkbox"/>	2 nd Floor	Room 232/234	Large room that can be divided in two, 4 rectangular tables, 25 chairs, white board, sink
<input type="checkbox"/>	2 nd Floor	Room 233 (<i>small groups</i>)	Long table, seats 10, white board
<input type="checkbox"/>	2 nd Floor	Room 240 (<i>small groups</i>)	(Peach Room) - large table, 12 chairs, podium, white board, piano

Equipment Requested for Event

<input type="checkbox"/> TV/DVD	.	<input type="checkbox"/> Podium	.	<input type="checkbox"/> Microphone	.
Other:	.				

FUMC Facilities Scheduling Policy

- Room request forms must be completed for any/all requests for room or facility use. No general emails requests or voice-mail messages will be accepted. The form can be found on the website or picked up in the church office. You can also fill out the form on the church’s website directly.
- An email confirmation will be emailed to all requestors. Please keep your confirmation.
- Include a diagram or written directions for setting up the room if you have an event that requires the space to be changed.

Upon signing the agreement you agree to the following:

- Rooms may be reconfigured to meet the needs of the event. At the end of the event the room must be put back into original configuration.
- Dispose of food properly, leave requested materials in room and turn off lights.
- Event is for the stated purpose above. No other groups to share space without prior approval from FUMC.
- Observe FUMC’s no smoking and no alcohol policy inside building.
- Conclude all activities and be out of building by 9:30 p.m.
- Assume responsibility for damage during our use of rooms or equipment.

Rooms are allocated on a first-come, first served basis. Reserve early so that your group has the preferred space on the needed date/time.

Forms must be submitted by filing out the form at the church office, mail, scanning, emailing, and/or filling out the form on the church website. Email directly to the Facilities Manager. facilitites@engagegodfirst.org

Signature/Date

Electronic Signature:	.
Date Signed:	.