

# First United Methodist Church Facility Use Request Form & Custodial Staff Set-Up Form

*Please complete and return this form to the church office at 88 N. 5<sup>th</sup> St. (office hours M-F 8:30 am - 4:30 pm).  
Room reservations are on a first-come, first-served basis; you will be contacted to confirm the reservation.  
Once your request is recorded on the church calendar, it will be forwarded to the custodial staff, if applicable.*

Contact: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Cell/Phone \_\_\_\_\_

## **ROOM RESERVATION**

Group: \_\_\_\_\_ Function: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Requested Room: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

## **EQUIPMENT NEEDED**

Tables & Chairs (specify quantity): Round (SFH only, 10 max): \_\_\_\_\_ Rectangle: \_\_\_\_\_ Chairs: \_\_\_\_\_

Podium: \_\_\_\_\_ Mic/Sound System: \_\_\_\_\_ Projector (specify type): \_\_\_\_\_ Screen: \_\_\_\_\_

TV/VCR: \_\_\_\_\_ TV/DVD Player: \_\_\_\_\_ Ext. Cords: \_\_\_\_\_ Easel: \_\_\_\_\_ (w/paper: \_\_) Whiteboard: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

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## **FLOOR PLAN (draw or describe):**