

Building Use Form

First United Methodist Church of Howell

Form must be filled out to ensure adequate assistance. Please allow up to 4 weeks for event approval.

If this event requires set-up the day before, that request also needs to be submitted on this form.

All worship services, memorial services, funeral services and wedding services must be approved by the pastor.

Date: _____ Filled Out By: _____
Member of First UMC? Yes _____ No _____

Person(s) in Charge of Event: _____

Cell Phone: _____ Email: _____

Purpose/Nature of Meeting: _____

Date(s) of Meeting: _____ Set-up Time: _____ **Start Time:** _____

Finish Time of Event (including clean-up of assigned area) _____

Approximate Number Attending: _____ Person Responsible to Open and Lock Up: _____

Rooms To Be Used:

Sanctuary* _____	Fellowship Hall _____	Room 11-12 _____
Narthex _____	Kitchen _____	Room 13-15 _____
Parlor _____	Room 10 _____	Choir Room _____
Other _____		

*Handrails in Sanctuary at Choir Loft are available if required. _____

Special Needs:

Will furniture set-up be required beforehand? (Yes/No) _____ Group will do? (Yes/No) _____

Is custodial assistance required for set-up? (Yes/No) # of tables _____ # of chairs _____

If custodial assistance is requested beyond regular work hours, a charge will apply.

Will food be served? (Yes/No) _____

Equipment Needs:

Easel/paper _____ DVD/TV _____ Podium _____ Microphone & Stand _____ Projector/ Screen _____

Other _____

Church office will check for calendar conflicts. Form will be forwarded to the Board of Trustees for event approval.

IT IS YOUR RESPONSIBILITY TO NOTIFY THE OFFICE IMMEDIATELY OF ANY CHANGES IN THE ABOVE INFORMATION.

Rules for All Organizations:

- 1 Smoking and alcohol are always forbidden on church property.
- 2 Profanity is not acceptable at any time.
- 3 Rooms, kitchen facilities, and equipment must be kept neat and orderly.
- 4 Everyone must be respectful of church property and remain in area assigned.
- 5 Your organization/committee will be held financially responsible for damage to property.
- 6 Youth group activities must always have adequate supervision and leaders must arrive before youth.

Calendar Checked By _____ Conflict? (Yes/No) _____
(Initial & Date)

Room Use Approved _____ Trustee Chr. _____
(Date) (Signature)

Charges (if applicable): Usage Fee: \$ _____

Regular, on-going activities need only to fill out the form for scheduling and equipment purposes.