

# Building Use Form

## First United Methodist Church of Howell

Form must be filled out to ensure adequate assistance. Please allow 4-6 weeks prior to event for 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.**

Group or Individual requesting use: Questors - Courthouse Square #745

Date: June 21, 2022 Filled Out By: Sue Kelly  Member of First UMC? Yes  No

Person(s) in Charge of Event: Sue Kelly 2nd contact - Judith Coebly (586) 872-4535 | greutter@comcast.net

Cell Phone: (734) 395-0604 Email: suekelly21@gmail.com

Purpose/Nature of Meeting/event: Historical meetings & gatherings

Date(s) of event/meeting: Feb 8; Mar 22; Apr 12; May 10, 2023 If recurring – Start date: 2/2023 End date: 5/2023

Set-up Time: 11:00 AM **Start Time:** 12:00 PM **Finish Time** of Event (including clean-up) 4:00 PM

Approximate Number Attending: 9 - 20 Person Responsible to Open and Lock Up: Judith / Sue or church staff

### **Rooms To Be Used:**

Fellowship Hall	Room 11-12	Sanctuary	Café
Youth Rm (13-15)	Parlor <input checked="" type="checkbox"/>	Room 10	Room 7
Kitchen	Chapel	Room 6	Room 8
Other			

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

### **Special Needs: \*Pre-set furniture cannot be moved.**

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, an extra charge will apply.**

### **Equipment Needs:**

Easel  DVD/TV  Podium  Microphone & Stand  Projector/ Screen

Other \_\_\_\_\_

Church office manager will check for calendar conflicts. Event approval will be communicated through the Office Manager only.

**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.
- 7 Café can never be reserved and be expected as private space. This is a public space and may be used at any time the building is open. The same is expected if the children's play structure is open.

Calendar Checked By <u>JRR 6/21/22</u>	Conflict? (Yes/No) <u>NO</u>	
(Initial & Date)		
Room Use Approved <u>6/21/2022</u>	Approved: <u>Jennifer Rhodes</u>	
(Date)	(Signature)	
Charges : Usage Fee: \$ <u>DONATION</u>	Deposit: <u>N/A</u>	Paid: _____
(Total)	(Total & Date)	(Total & Date)

Regular, recurring activities need only to fill out the form once per year for scheduling and equipment purposes.