

# OVUMC FACILITY USE REQUEST - CHURCH FUNCTION

A church function is being planned for: Day of week \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Beginning time \_\_\_\_\_ Ending time \_\_\_\_\_ End Date(If Needed) \_\_\_\_/\_\_\_\_/\_\_\_\_

How much extra time is needed for set-up? \_\_\_\_\_ hrs and cleanup \_\_\_\_\_ hrs

This function is  One time  Weekly  Monthly  Other (Specify) \_\_\_\_\_

Number of people expected: \_\_\_\_\_ adults \_\_\_\_\_ children

Room(s) requested:  Multipurpose Room  Library  Room 9 – Children  
 Lobby to the MPR  Small Chapel  Room 12  
 Fellowship Hall (Rm 17)  Youth Room  Play Yard  
 Sanctuary  Room 1 – Storage  Other \_\_\_\_\_  
 Narthex  Room 5 – Adult w/tables  
 Big Kitchen  Room 6 – Adult w/tables  
 Small kitchen  Room 7 – Adult w/round table

The function that is being planned is \_\_\_\_\_

The sponsoring group is \_\_\_\_\_

The contact person is \_\_\_\_\_ Contact's phone \_\_\_\_\_

Contact's email \_\_\_\_\_

All set-up, supplies, and clean-up are the responsibility of the sponsoring group and contact person.

This form is to be submitted to the church office. Date request is submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact the administrative assistant for confirmation of availability (910)278-5973 M-F 9-1.

## Office use:

Contacted on date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Available  Yes  No

Added to desk calendar  Yes  No

Approved by  Admin Asst.  
 Director of Music  
 Pastor (Init. \_\_\_\_\_)

OV Communications contacted \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please note:

To request any audio-visual equipment or technical help you must also contact Greg Walker at [ovumcmusic@gmail.com](mailto:ovumcmusic@gmail.com) or leave your request in the mail box outside of the music room.