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	__Other _____
__Narthex	__Room 5 – Adult w/tables	
__Big Kitchen	__Room 6 – Adult w/o table	
__Small kitchen	__Room 7 – PreK/K	

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 or leave your request in the mail box outside of the music room.