

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