

FACILITY USE APPLICATION FORM (Non-Wedding)

REQUESTED ROOMS

Sanctuary Fellowship Hall Parlor Conference Room Chapel _____

Name/Type of Event: _____ Date(s) of Event: _____

Time of Event: _____ Number of Event Attendees: _____

What time will you arrive? _____ What time will everyone leave? _____

Name (and Title, if applicable) of Event Coordinator: _____

Phone: _____ Email: _____

If sponsored by a church member, please list member name(s): _____

MEAL/REFRESHMENT INFORMATION

Will food be served at the event? No Yes, a seated meal Yes, light refreshments

Caterer Name/Contact Info: _____

Kitchen/Dining Items Requested:

Porcelain plates Paper plates Metal cutlery Plastic cutlery

Glass cups Plastic cups Napkins

Coffee (Regular? Decaf?) Tea (Sweetened? Unsweetened) Water

Tables (please provide a basic diagram of desired table setup for seating/food service)

Number of Round tables (seats up to 8 each) _____; Number of chairs per table _____

Number of Rectangular tables _____

Table coverings? _____

Access to Refrigerator Use of Warming Oven

AUDIO/VISUAL

Wired Microphone(s); qty? ____ Podium TV Extension cord(s)

Depending upon the day/time of your event, the use of A/V equipment may incur a charge of \$40 per hour, or portion thereof, to pay an audio-visual technician.

ACKNOWLEDGEMENT AND AGREEMENT

Usage fees are provided in the Guidelines for Facilities Use (Non-Wedding). Your total fee will be determined after our staff reviews your application.

With my signature below, I/we affirm that I/we have thoroughly reviewed the Guidelines for Facility Use (Non-Wedding) and agree to all stipulations and to pay all fees.

Signature

Printed Name (and Title, if organization)

Date

In addition to this application, please submit the following documents:

- Hold Harmless form
- Certificate of Insurance (if an organization)

Mulberry Street United Methodist Church

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