

# Event

# First United Methodist Church



## Reservation Form

211 W. Third St, Irving, TX 75060  
972-253-3531 FAX 972-254-2498

Event Name: \_\_\_\_\_

Date (s) of Event: \_\_\_\_\_

Actual Start Time : \_\_\_\_\_  AM  PM      Actual End Time: \_\_\_\_\_  AM  PM

Set Up Time: \_\_\_\_\_  AM  PM      Clean Up Time: \_\_\_\_\_  AM  PM

Ongoing Event? \_\_\_\_\_ If so, give details: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Person Responsible for Key \_\_\_\_\_ Phone: \_\_\_\_\_

Number of People Attending the Event \_\_\_\_\_

Email: \_\_\_\_\_

- Room (s) Requested:
- |   |                                 |  |
|---|---------------------------------|--|
| <input type="checkbox"/> Worship Center   | <input type="checkbox"/> Chapel | <input type="checkbox"/> Fellowship Hall     |
| <input type="checkbox"/> Hospitality Room | <input type="checkbox"/> Gym    | <input type="checkbox"/> Children's Building |
| <input type="checkbox"/> Kitchen          | <input type="checkbox"/> Parlor |  |
| <input type="checkbox"/> Other _____      |                                 |  |

### Event Needs:

Custodial help needed for clean up/reset (\$50 per hour with a minimum of two hours)

- Yes                       No

Other: \_\_\_\_\_

### Publication Needs:

- Bulletin                       Power Point                       Newsletter
- All Church Email                       Website
- Other: \_\_\_\_\_

### **Please read and sign below:**

We understand that, after events are held, it is absolutely necessary that facilities be returned to the same set up as upon arrival. All trash must be removed from building and placed in the dumpster located on Hastings Street. Failure to leave facilities in proper order could jeopardize scheduling future events for our group. We understand that, for alarm purposes, we must be out of the main building before 10:00 p.m.

Signed \_\_\_\_\_ Phone \_\_\_\_\_

Please return completed form to the church office. ALL facility scheduling must be presented in writing. Corrections or changes must be given in writing. You will be notified if your request cannot be granted.