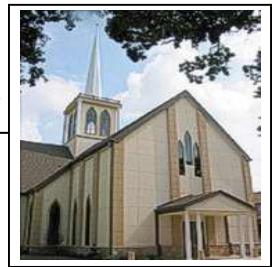


Event

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: Worship Center Chapel Fellowship Hall
 Hospitality Room Gym Children's Building
 Kitchen Parlor
 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.