



Space Request Form
(Reveille UMC-sponsored meetings and events)

Name of Event _____ Expected Attendance _____

Ministry Area _____ Staff Sponsor _____

Public? Public Notes _____

Public Web Address for More Information _____

Contact Person _____ Contact Email _____

Contact Mobile Phone _____ Contact Alternate Phone _____

Onsite Person in Charge: Contact Person Staff Sponsor Other (list name and mobile phone below):

Event Date(s) _____

Day(s) of Week _____

Recurrence: None Daily (M-F) Weekly Monthly Other (list): _____

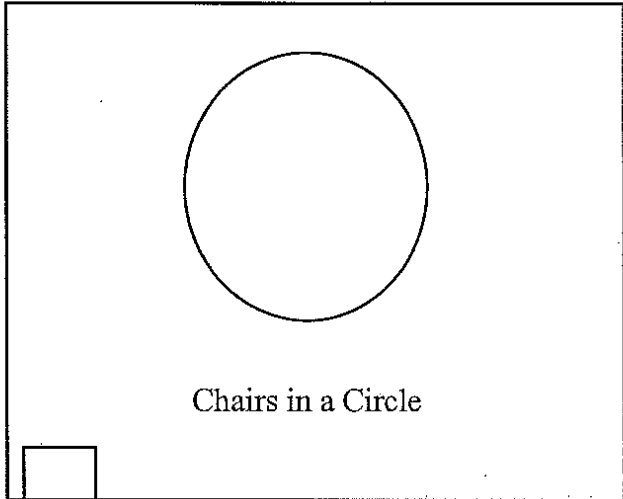
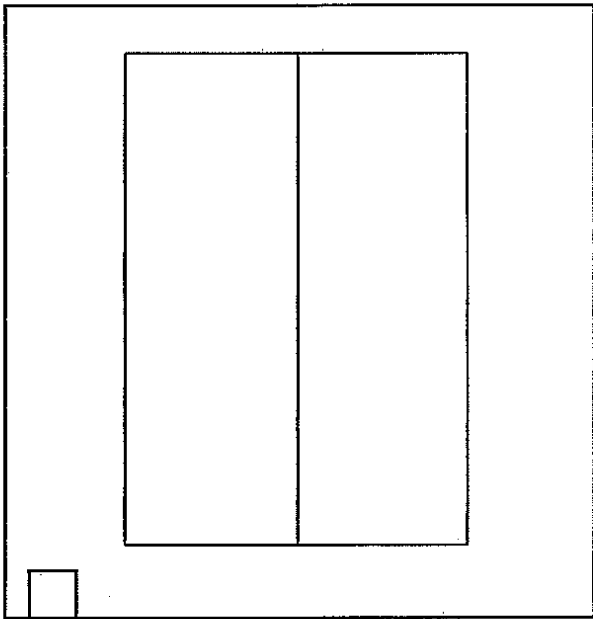
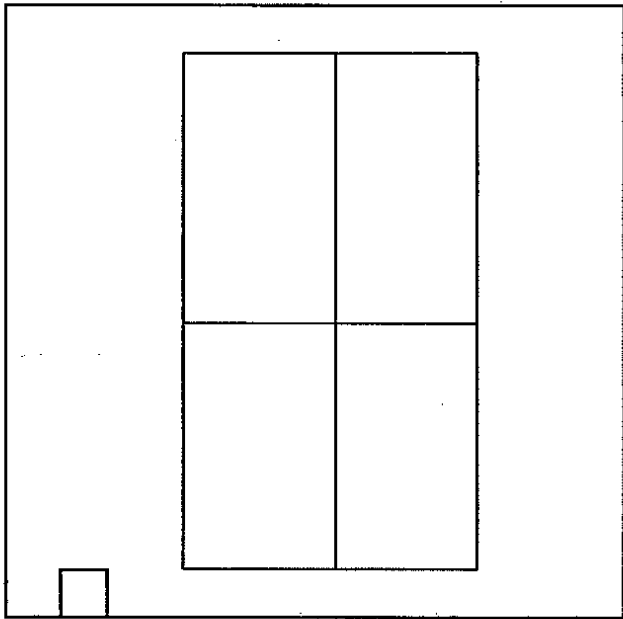
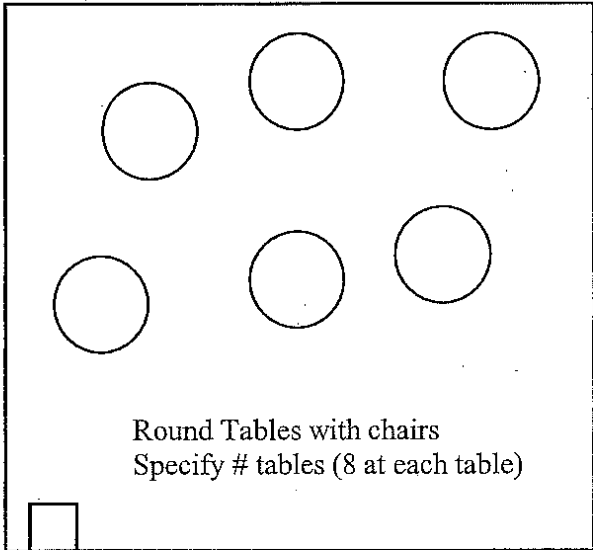
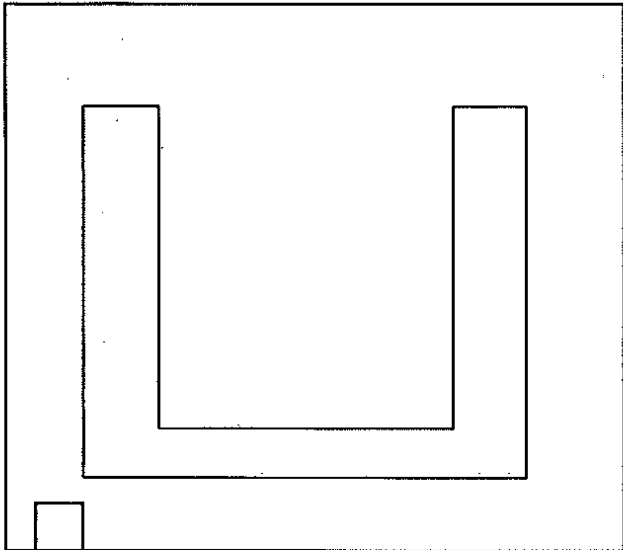
Event Start Time _____ am pm (circle) Event End Time _____ am pm (circle)

Begin Set Up _____ am pm (circle) End Teardown _____ am pm (circle)

<p>Request Spaces (indicate room set up on next page)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Adult Library</td><td style="width: 50%;">Middle School Room</td></tr> <tr><td>Bus</td><td>Narthex</td></tr> <tr><td>Chancel</td><td>Offsite</td></tr> <tr><td>Chapel</td><td>Parking Lot</td></tr> <tr><td>Children's Library</td><td>Picnic Shelter</td></tr> <tr><td>Choir Room</td><td>Reveille House Dining Room</td></tr> <tr><td>Church Parlor</td><td>Reveille House Parlor</td></tr> <tr><td>Education Building</td><td>Classrooms (list below)</td></tr> <tr><td>Fellowship Hall</td><td>Sanctuary</td></tr> <tr><td>Fellowship Hall Kitchen</td><td>Scout Lodge</td></tr> <tr><td>Garden</td><td>Welcome Center</td></tr> <tr><td>Garth</td><td>Welcome Center Kitchen</td></tr> <tr><td>Grounds</td><td>Youth Center Gym</td></tr> <tr><td>High School Room</td><td>Youth Center Kitchen</td></tr> </table> <p>List Specific Classrooms:</p>	Adult Library	Middle School Room	Bus	Narthex	Chancel	Offsite	Chapel	Parking Lot	Children's Library	Picnic Shelter	Choir Room	Reveille House Dining Room	Church Parlor	Reveille House Parlor	Education Building	Classrooms (list below)	Fellowship Hall	Sanctuary	Fellowship Hall Kitchen	Scout Lodge	Garden	Welcome Center	Garth	Welcome Center Kitchen	Grounds	Youth Center Gym	High School Room	Youth Center Kitchen	<p>Request Resources</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Air Conditioning</td></tr> <tr><td>Bus</td></tr> <tr><td>Microphone</td></tr> <tr><td>PA System</td></tr> <tr><td>Projector and Screen</td></tr> <tr><td>Television and DVD Player</td></tr> <tr><td>List Any Special Requests:</td></tr> </table> <p>Request Services</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Bus Driver</td></tr> <tr><td>Child Care</td></tr> <tr><td>Coffee</td></tr> <tr><td>Tea</td></tr> <tr><td>Sound Technician</td></tr> <tr><td>List Any Special Requests:</td></tr> </table>	Air Conditioning	Bus	Microphone	PA System	Projector and Screen	Television and DVD Player	List Any Special Requests:	Bus Driver	Child Care	Coffee	Tea	Sound Technician	List Any Special Requests:
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Reveille UMC Space Request Form

Indicate room set up below



Specify Alternate Set up by drawing:

Reveille UMC Space Request Form

The event contact, staff sponsor, and onsite person in charge are responsible for ensuring that the Policy for Use of Church Property and Facilities is observed. A copy of this policy is available from the church office or at www.reveilleumc.org/forms. The Policy includes, but is not limited to, the following requirements, responsibilities, and restrictions:

- a. A sufficient number of supervising persons will be present to maintain order during the use of church facilities.
- b. Groups will remain in the approved area of the church.
- c. The person in charge will be present at the location of the activity prior to the groups entry into the building and will remain at the church throughout the event.
- d. Following the event, the person in charge will confirm that everyone has left the church facilities.
- e. All equipment and furniture will be returned to its proper place.
- f. All trash will be placed in appropriate containers.
- g. All interior lights will be turned off (except exit lights).
- h. All windows and exterior doors will be closed and securely locked (excluding those doors with electronic timed locks).
- i. All food or drink brought to the event is removed.
- j. All rules of personal conduct as stated in the Policy will be followed.
- k. Smoking is prohibited in any church building.
- l. Alcoholic beverages and controlled substances are prohibited on church property.
- m. Firearms are not permitted on church property except by security officers.
- n. Candles may be used during a worship service, wedding, or funeral. Only votive candles are permitted in the fellowship hall, welcome center, or church parlor during other events. Otherwise, candles are prohibited. Candles must never be left unattended.

I certify by my signature that I have read the Policy for Use of Church Property and Facilities and that I agree to all responsibilities as stated throughout the Policy. I further agree that if I learn I cannot be present during the event, I will immediately contact the staff sponsor for the approval of a replacement person in charge who will be present at the event.

Signature of Contact Person or Staff Sponsor

Date

Signature of Person in Charge (if different from above)

Date

Office Use Only

Door Schedule		
	Unlock	Lock
Education 1		
Education 2		
Fellowship Hall		
Lower Fellowship Hall		
Stairwell		
Weekday School		
Welcome Center		
Front Door		
Garth		

Date Entered in Calendar	
Notes:	