

# FUMC CALENDAR AND / OR ROOM REQUEST FORM

**This form is for church sponsored events only and is subject to approval from the Leadership Team and/or the Pastor.** Please fill this request form out completely, including the YEAR the event is taking place. Unless requested, set up times will not be published, only the actual event times.

**Does this event meet on the same day? Which day?  Monthly or  Weekly?**

Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday

*If not weekly, please list each date for event. Year and date must be listed (i.e. Jan. 7, 13, 29)*

Year: \_\_\_\_\_

Year: \_\_\_\_\_

Jan _____	Feb _____	Mar _____	Jan _____	Feb _____	Mar _____
April _____	May _____	June _____	April _____	May _____	June _____
July _____	Aug _____	Sept _____	July _____	Aug _____	Sept _____
Oct _____	Nov _____	Dec _____	Oct _____	Nov _____	Dec _____

**ONE TIME EVENT DATE:** \_\_\_\_\_

GROUP and EVENT: \_\_\_\_\_

ROOM(S) REQUESTED: \_\_\_\_\_  off Campus

*(Note: If equipment or furnishings are needed off-site for Church related activities, approval must be obtained in the office prior to event.)*

EVENT TIME (actual, not set-up) Begins: \_\_\_\_\_ am/pm Ends: \_\_\_\_\_ am/pm

PERSON IN CHARGE OF GROUP: \_\_\_\_\_

TELEPHONE(S): \_\_\_\_\_ or \_\_\_\_\_ **Date submitted:** \_\_\_\_\_

SET UP BEGINS AT: \_\_\_\_\_ am/pm      CLEAN UP TIME: \_\_\_\_\_ am/pm

No Childcare required

This event needs childcare for approximately \_\_\_\_\_ (#) of children.\*\*\*

**\*\*\*If the event requires child care, you must contact the Child Care Coordinator, Joy Preslik, via email at [fumcchildcare@bak.rr.com](mailto:fumcchildcare@bak.rr.com) or you can leave a copy of this form in her office mail box.**

JANITORIAL ASSISTANCE OR EQUIPMENT REQUESTED (Draw diagram of set up on back if needed): \_\_\_\_\_

EVENT DESCRIPTION FOR WEB CALENDAR: \_\_\_\_\_

**OFFICE USE:** Approved by Leadership Team on \_\_\_\_\_ **OR** by Pastor on: \_\_\_\_\_

Time & Place       Web Calendar      Copies to:     Childcare       Other: