Calvary UMC Room Request Form for 2016
317-852-2541

Date of Request ___/___/16 (forms must be submitted 5 business days in advance). Someone on staff will contact you to confirm your reservation after a Ministry Leader has approved your request, room availability has been determined and an access code to enter into the building during your requested time.

Group and/or Individual making request_____
Contact Name, Number & Email Address_____
Event (meeting, birthday party, etc.)_____
Room Requested_____
Day of the Week_____Date of Event____/____/16__

Event Times

Set-up_____(minutes) Begins_____am/pm
Ends_____am/pm Clean-up_____(minutes)
Number of People Attending (Adults/Children)_____
Special Needs/Request (tables, chairs, projector)_____
_____

Recurring Dates: Monthly, Bi-monthly, Weekly, Other – (circle one)
Day(s) of Week:_____ Week(s) of Month_____
(i.e. Sun., Mon….) (i.e. 1st, 2nd, 3rd, 4th)

Guidelines for use of room(s)/space

- The person that reserves the space must be present for the entire reserved time.
- Allow extra time for set-up and clean-up.
- Take trash out to dumpster (even if not full).
- Return room to **original condition**.
- Children should be supervised at all times.

If property is damaged or additional cleaning is needed you may be charged a fee and/or future reservations canceled or denied by Calvary

- Please list actual dates needed. No shows negate later reservations.
- Please notify the church office during business hours, if you must cancel.
- We reserve the right to close the building due to inclement weather without warning.

Please do not consider your reservation as confirmed until you hear from the Calvary office

for office use only

Date Request Received____/____/16 By_____
Date Reservation Entered____/____/16 By_____
Date Contacted Group or Individual with Room Reserved_____
_____
Ministry Leader Approval_____
Access Code Entered & Given for this reservation_____By_____
Rental Fee Amount (if applicable)$_____ Collected Amount & date $_____/__/16

1/2016