

 First United Methodist Church
1200 E Yellow Jacket Lane
Rockwall TX 75087
972-771-5500

Building Use Form
Return form to Jennifer Potter at
jpotter@fumcrokwall.com

For Office Use: Reservation # _____ Date: _____ Time: _____ Room: _____
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The COMPLETED form is due in the church office 7 business days (any blanks and it will be returned) PRIOR to your event, or is subject to decline.

Today's Date: _____

Building Use for:

- Planned Church Event Staff Event Other/Outside event
Must provide Certificate of Liability of Insurance (\$1 million)

Contact & Scheduling Information:

Person Responsible: _____ Cell: _____
Email: _____ Home#: _____
Organization Name: _____
Event Name: _____ Purpose: _____
Event Date (s): _____

Start Time: _____ End Time: _____ **Events can take place Monday-Saturday, 8:00am-9:00pm this includes setup and take down.**
Set up Start Time: _____ End Time: _____

Facility Information: (see reverse side for rooms and descriptions)

of people: _____
Building: A, B or C
Requested room number (s) &/or Type: _____
(all events are responsible for their own set up, unless special request is made)

Special Instructions:

- Projector DVD Podium Dry Marker Board

Nursery (available for church events only):

Is a Nursery caregiver needed? Yes No
If YES, How many Children are Expected (no child over 3rd grade is allowed in the Nursery): Bldg. B, Rm 111
1-5 Children 6-10 Children 10 or more Children

OFFICE USE ONLY: COPY TO: <input type="checkbox"/> GREG HUMPHRIES <input type="checkbox"/> REV. CHRISTINA HILDEBRAND <input type="checkbox"/> OTHER: _____ DATE: _____ DATE: _____ DATE: _____ APPROVED: _____ DIRECTOR OF ADMINISTRATION _____ OFFICE CALENDAR (JENNIFER)

<u>Bldg.</u>	Room number	Number of chairs/people	Room setup	DVD, TV, Podium, White Board
A	Narthex			
	Library	11	Conference table	W
	Rm 109-Kitchen			
	Multi-Purpose 1,2,3,4	100		
	Rm 112 Open Door Worship Center	250		P
	Rm 130 Choir Rm	50	Half circle	P, W
	Room 210-A	36	U-Shape	T, D, P, W
	Rm 211	20	Circle No tables	T, D, P, W
	Rm 212	24	Square	T, D, P, W
	Rm 213	28	Classroom	T, D, P, W
	Rm 214	24	Square	T, D, P, W
	Rm 215	20	4 Round Tables	T
B	Rm 109	42	Classroom	T, D, P, W
	Rm 110A/B	33+	Sqaure	
	Rm 111-Nursery			
	Rm 117	60	Classroom	T, D, P, W
	Rm 118	33	Half Circle No tables	T, D, P, W
	Rm 119	32+9	Circle No tables	T, D, P, W
	Rm 120	25+7	Square	T, D, P, W
	Rm 122-Prayer			
	Rm 121	21	Square	T, D, P, W
	Rm 123	24	Square	T, D, P, W
	Rm 125	20	Square	T, D, P, W
	Rm 204-Jr. High			
	Rm 206-Commons/Open Door	100	Half Circle no tables	P
	Rm 207-Youth Gathering			
	Rm 209-Sr. High			
	Rm 214-Cooking			
	Rm 215-Art			
	Rm 216-Movie/Story			
	Rm 217-Game			
	Rm 218-5 th /6 th Grade			
C	Rm 100 Sanctuary	900	Pews	
TV=T	DVD=D	Podium=P	White Board=W	