

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

For Office Use:
Reservation # _____
Date: _____
Time: _____
Room: _____

**The COMPLETED form is due in the church office seven (7) business days (any blanks and it will be returned) PRIOR to your event or it will be 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: \_\_\_\_\_

Set up Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Events can take place  
Monday-Saturday, 8:00am-  
9:00pm  
(includes setup and take down)**

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

# of people: \_\_\_\_\_

Building: A B 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 3<sup>rd</sup> grade is allowed in the Nursery): Bldg. B, Rm 111

1-5 Children            6-10 Children            10 or more Children

<b>OFFICE USE ONLY:</b>
APPROVED: _____ DIRECTOR OF ADMINISTRATION            _____ OFFICE CALENDAR (JENNIFER)

<b><u>Bldg.</u></b>	<b>Room number</b>	<b>Number of chairs/people</b>	<b>Room setup</b>	<b>D, T,P, WB</b>
<b>A</b>	Narthex			
	Library	8	Conference table	WB
	Rm 109-Kitchen			
	Multi-Purpose 1,2,3,4	72+ extras	12 Round/6 chairs @ each	WB, P, D
	Rm 112 Open Door Worship Center	240		P
	Rm 130 Choir Rm	0	Bell Tables	P, WB
	Room 210-A/208A	54	Classroom	T, D, P, WB
	Rm 211	20	Circle No tables	T, D, P, WB
	Rm 212	21	Square	T, D, P, WB
	Rm 213	27	Square	T, D, P, WB
	Rm 214	28 (14 extra)	Square	T, D, P, WB
	Rm 215	14 (11 extra)	3 Round Tables	T, WB
<b>B</b>	Rm 109	33	Classroom	T, D, P, WB
	Rm 110A/B	32	No set up (15 tables available)	T, D, WB
	Rm 111-Nursery			
	Rm 117	60	Classroom	T, D, P, WB
	Rm 118	20 (10 extra)	Half Circle No tables	T, D, P, WB
	Rm 119	39	Circle No tables	T, D, P, WB
	Rm 120	41	Square	T, D, P, WB
	Rm 122-Prayer	11	Circle	T
	Rm 121	19	U-shape	T, D, P, WB
	Rm 123	23	Classroom	T, D, P, WB
	Rm 125	22	Square	T, D, P, WB
	Rm 204-Jr. High	29 (Big Block Chairs)	No tables	WB
	Rm 206-Youth Worship	160	Half Circle no tables	P
	Rm 207-Youth Gathering		Green Couches	
	Rm 209-Sr. High	40(Big Block Chairs)	No tables	
	Rm 214-Children	16	Small tables & chairs	
	Rm 215-Children	18	Small tables & chairs	
	Rm 216-Children	20	Small tables & chairs	
	Rm 217-5th Grade		No set up	
	Rm 218-6 <sup>th</sup> Grade	15	No set up	
<b>C</b>	Rm 100 Sanctuary	900	Pews	P
<b>TV=T</b>	<b>DVD=D</b>	<b>Podium=P</b>	<b>White Board=WB</b>	