



First United Methodist Church Room Request Form

1526 E. Wooster St. Bowling Green Ohio 43402 www.fumcbg.org

Rooms are allocated on a first-come, first-served basis. So that your group has the right space on the right date, please submit requests for rooms at least two weeks in advance of your date. Forms may be submitted by mail, email (church.office@fumcbg.org), fax (419-353-8625), or by bringing them to the office.

Individual/Organization/Group _____

(check one)

Church Member _____ Church Group _____ School Group _____ Service Group _____

Non-Profit _____ Other (explain): _____

Please describe your event: _____

Event Date:

If you need multiple dates for your group's regular meeting, please list all dates requested.

Arrival Time _____ Departure Time _____
Event Start _____ Event End _____
Number of Guests _____ All events must conclude by 9:30 PM. A late fee of \$50.00 will be assessed to groups who remain later than 9:30 PM without prior approval.

Primary Contact

Phone _____ Email _____

Alternate Contact

Phone _____ Email _____

Please check room(s) requested (room descriptions and locations on back)

103 (Nursery)	210	Meeting Room
101/102	211	Narthex
104/105	Fellowship Hall	Parlor
110	Gym	Prayer Room
203/204	Hallway (Main entrance)	Sanctuary
205	Kitchen	Son Shine
207/208	Library	Youth Room

Food/Drink served? Yes _____ No _____

Please indicate equipment requested:

Sanctuary Sound System and Technician _____ Kitchen Equipment _____

Fellowship Hall Sound _____ Coffee Maker _____

Projection Screen _____ TV/VCR/DVD _____

Podium _____ CD Player _____

Chairs (number) _____

Round tables (number) _____ Other requests: _____

Rectangular tables _____

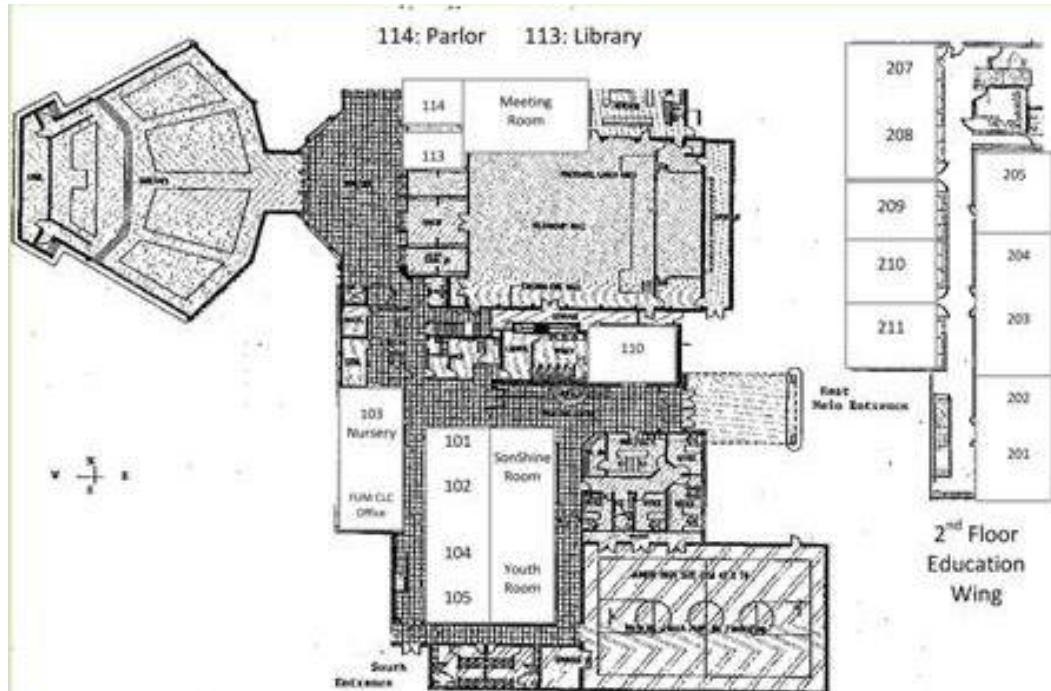
Card tables (number) _____

I agree, on behalf of my group/organization, that

- ✓ Our event is only for the stated purpose above. We will not invite other groups to share our space without prior approval from FUMC. _____
- ✓ We will observe FUMC's no smoking and no alcohol inside the building policy. _____
- ✓ We will set up/clean up our own space. _____
- ✓ We will conclude our activity by 9:30 PM unless otherwise arranged. _____
- ✓ We will use rooms and equipment in the manner they were intended. _____
- ✓ We will return rooms and equipment to their original setup if changed by us. _____
- ✓ We will assume responsibility for damage during our use to rooms or equipment. _____
- ✓ We will report any damage to the church office as soon as possible. _____

Signature _____

Date _____



Room(s)	Equipment/Supplies
103 (Nursery), 101/102, 104/105, 110	Toys, child-sized furniture, attached restroom
201/202, 203/204	Open space, can add up to 2 8' tables or up to 35 chairs
205	Toys, child-sized furniture
207/208	2 8' rectangular tables and 10 adult-sized chairs
209	upright piano
210	3 6' rectangular tables and 12 adult-sized chairs
211	3 6' rectangular tables and 12 adult-sized chairs
Fellowship Hall	3 6' rectangular tables and 10 child-sized chairs
Gym	Stage, chairs, round and/or rectangular tables
Hallway (main entrance)	Gym equipment (basketball hoops, balls, cones, volleyball net, etc.)
Kitchen	Open, space for several 8' tables for registration or display
Library	3 ranges, convection oven, serving counter, coffee urns, commercial dishwasher, related serving ware/utensils
Meeting Room	Couch, 1 4' round table, 2 8' rectangular tables and 10 adult-sized chairs
Narthex	4 8' rectangular tables and 30 chairs, 2 additional banquet tables against wall, upright piano
Parlor	Open space, has pew against one wall, welcome table against opposite wall
Prayer Room	Couch, loveseat, 2 recliners, 10 padded chairs, banquet table
Sanctuary	Altar, 4-6 chairs
Son Shine	Center aisle, seats 400, grand piano, projector and screen
Youth Room	3 8' rectangular tables and 10 adult-sized chairs; countertop and sink, attached restroom
	3 sofas, assorted chairs, countertop and sink, attached restroom

NOTE: If you require alternate room setup, please plan to arrive early to set up your space. All event setup and teardown is the responsibility of the renting group.

Fee Schedule

Room fees are due to the office at time of reservation. Fees may be waived for non-profit groups at the discretion of FUMC. Checks should be made payable to FUMC Attn: Room Reservation

Room Fees			
\$25.00 Classroom	\$25.00 Kitchen	\$50.00 Gym	Sanctuary: ask office
\$50.00 Fellowship Hall	\$50.00 Parlor		

Office Use Only			
Date received	Staff Approval		
Check number	Amount	Copy to custodian	