

**BUILDING USE and EVENT FORM**  
Covenant United Methodist Church  
Port Orange, FL (revised 1/25/2011))

**Event Name:** \_\_\_\_\_

**Begin Date of event:** \_\_\_\_\_ **End Date of event:** \_\_\_\_\_

**Start Time** \_\_\_\_\_ **am/pm** **End Time:** \_\_\_\_\_ **am/pm**

**Day of Week:** Sun \_\_\_ Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thr \_\_\_ Fri \_\_\_ Sat \_\_\_

**Occurrence:** Every Other \_\_\_ 1<sup>st</sup> \_\_\_ 2<sup>nd</sup> \_\_\_ 3<sup>rd</sup> \_\_\_ 4<sup>th</sup> \_\_\_ 5<sup>th</sup> \_\_\_

**Group/Ministry area hosting:** \_\_\_\_\_

**PLEASE NOTE THAT ROOMS ARE SCHEDULED BY PRIORITY, CHURCH NEEDS, AND DATE OF REQUEST. YOUR EVENT IS NOT CONFIRMED UNTIL APPROVED BY OUR BUSINESS ADMINISTRATOR AND CHECKED AGAINST OUR EVENT MANAGEMENT SYSTEM.**

**Name of person coordinating event:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail address of contact:** \_\_\_\_\_

**Alternate coordinator name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail address of alternate contact:** \_\_\_\_\_

**Purpose of the meeting?** \_\_\_\_\_

**WHAT ROOMS WILL YOU NEED?**

**East Building (Old Section)**

East Lobby (old building narthex area) \_\_\_ Fellowship Hall \_\_\_ Kitchen \_\_\_  
Room 111 (Prayer Room) \_\_\_ Room 113 (Toddlers) \_\_\_ Room 114 (Nursery) \_\_\_  
Room 115 \_\_\_ Room 116 \_\_\_ Room 117 \_\_\_ Room 119 \_\_\_ Room 120 \_\_\_ Youth Wing \_\_\_

**West Building (New Addition)**

New Narthex \_\_\_ Sanctuary \_\_\_ Room 101 \_\_\_ Room 104 (Choir Room) \_\_\_  
Room 105 (Sanctuary Overflow) \_\_\_ Room 106 \_\_\_ Room 107 (Soothing Room) \_\_\_  
Room 201 \_\_\_ Room 202 \_\_\_ Room 204 \_\_\_

**Off-site Location:** \_\_\_\_\_

**WILL YOU NEED...**(check all that apply and see attached sheet for the people you will need to contact for each)

Prayer Covering \_\_\_ Sound System \_\_\_ TV/VCR/DVD \_\_\_ CD player \_\_\_ Other \_\_\_\_\_

**CLOSING...**

I understand that I am responsible for getting access to the building, opening/closing, cleaning up the area used. I will set the room as is indicated on the Information You Need to Know sheet that I received when filling out this Building Use/Event Form. I understand all the closing procedures (checking all outside doors, turning off lights, etc.) and will make sure they are followed. Additionally, I understand that there is a potential that the church may need use of the space we are meeting at the time we are scheduled.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved by Administrator/Clergy \_\_\_\_\_ EMS Reservation # and date entered \_\_\_\_\_

## **INFORMATION YOU NEED TO KNOW...**

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**Closing Up** – **You are responsible for making sure all lights in the building are off and all doors are locked.**

**Clean up** – **You are responsible for cleaning up and making sure that the room is left as you found it.**  
Cleaning equipment can be found to the right of the maintenance room just off the Fellowship Hall.

**Prayer Covering** – Please contact Lu Roberts for the prayer chain 257-6692 or email her [billu@clearwire.net](mailto:billu@clearwire.net) . You may also contact Carol Stewart 386-265-4122.

**Nursery** – If you need the nursery, please call Tracy Jansen at 767-8544, or leave a note in her box in the office. Childcare is not automatically provided for events. Providing nursery care for various activities/events is explained in our Nursery and Child Care Policy. You may review the policy at the office or call Tracy.

**Bulletin** – If you would like your event/meeting in the bulletin, please contact the church office at 767-8544. It must be submitted **by 12 pm the Wednesday before** the Sunday you would like to see it in the bulletin. Please note due to the limited size of the bulletin not all events will get in. We will do our best to help you out.

**Newsletter** – If you would like the event/meeting in the newsletter, you may give it to the office or contact Kitty by e-mail at [kitink@bellsouth.net](mailto:kitink@bellsouth.net). Please note that the information must be submitted by the **15<sup>th</sup> of the month prior to the event** for it to be in the following month's edition.

**Van** – If you need to schedule the van for **church related events**, please call the church office. We have 3 vans: two 12-passenger van and one Dodge Caravan that carries 7 people for small loads. You *must be on the approved van driver's list to check out the van*, call the church office for more information at 767-8544.

**Kitchen** – If you will be using the kitchen, please contact the church office for more information. 767-8544.

**Sound** – If you need any sound or audio/visual equipment, please contact Nate Mudge through the church office at 767-8544.

**Changes** – Please let us know if the size of your group changes so that we can make the best use of space.

Thank you so much for taking care of God's space.