

**BUILDING USE and EVENT FORM**  
Covenant United Methodist Church  
Port Orange, FL (revised 1/27/06)

**Date of event:** \_\_\_\_\_ **Event Name:** \_\_\_\_\_

**Time of event from:** \_\_\_\_\_ **to:** \_\_\_\_\_

(Your room will automatically be scheduled for you to set up ½ hour before and clean-up ½ hour after the event time. If you need more time for set-up and breakdown please write the time you will need here: \_\_\_\_\_)

**Is this a weekly meeting** (same day and time for a period of time)? **Yes** \_\_\_ (until when mo/yr \_\_\_\_\_) **No** \_\_\_

**Is this a monthly meeting** (same day and time for a period of time)? **Yes** \_\_\_ (until when mo/yr \_\_\_\_\_) **No** \_\_\_

**Special Event?** **Yes** \_\_\_ **No** \_\_\_

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

**Alternate coordinator? Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail address of contact(s):** \_\_\_\_\_

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

**Nature of meeting?** \_\_\_\_\_

**Will this meeting/event be held at the church?** **Yes** \_\_\_ **No** \_\_\_ **If not, where will it be held** (we will enter event on our schedule): \_\_\_\_\_

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

**West Building (New Addition)**

New Narthex \_\_\_ Sanctuary \_\_\_

Room 101 \_\_\_ Room 104 (Choir Room) \_\_\_ Room 105 (Sanctuary Overflow) \_\_\_

Room 106 \_\_\_ Room 107 (Infant Soothing Room) \_\_\_

Room 201 \_\_\_ Room 202 \_\_\_ Room 204 \_\_\_

**WHO IS RESPONSIBLE FOR...**

Scheduling and getting the key? \_\_\_\_\_

(If you need to obtain a key from the office, call the Business Director or Staff Assistant at 767-8544 for coordination)

Opening and unlocking? \_\_\_\_\_

Setting up? \_\_\_\_\_

Clean-up/take down/re-set? \_\_\_\_\_

**WILL YOU NEED...**(check all that apply)

Prayer Covering \_\_\_ Sound System \_\_\_ TV/VCR/DVD \_\_\_

CD player \_\_\_ Tape player \_\_\_ Other \_\_\_\_\_

**CLOSING...**

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 the church may need use of the space we are meeting at the time we are scheduled.

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

**READ BELOW FOR MORE INFORMATION**

(Request room setup sheets if needed.)

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

**Nursery** – If you need the nursery, please call Donna Spencer at 767-8544, or leave a note in her box in the office.

**Bulletin** – If you would like your event/meeting in the bulletin, please contact the church office at 767-8544. It must be submitted by 4 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 each month 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: one 15-passenger van, one 12-passenger van and one Dodge Caravan that carries 7 people for small loads. You do need to be on the approved van driver's list, 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 will be needing any sound equipment, please contact Nate Mudge through the church office at 767-8544.

**Room Setup** – If any special setup is needed with tables and chairs, please come to the church office and fill out room setup sheets.

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

**IS THERE ANYTHING ELSE WE NEED TO KNOW?**

If there is anything else we need to know, please use the below space to let us know. Thank you so much for taking care of God's space.