

**Covenant United Methodist Church (CUMC)
Port Orange, Florida
Facilities Use Request Form**



Requests are due within 30 days of the event with approval made within 14 days of the event. Complete and return form to Church Office or email to angela@jesusatcovenant.org

Event Name: _____

Start Date of Event: _____ End Date of Event _____

Daily Start Time: _____ AM/PM Daily End Time: _____ AM/PM

Day of the Week: Sun _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

Recurring Event: YES / NO _____ If yes, explain how often: _____

CUMC Ministry Area Hosting: _____

Non- CUMC Group Name: _____

Affiliation/501 c Type: _____

Organization Officers:

President/Chair: _____ Vice President/Vice Chair: _____

Secretary: _____ Treasurer: _____

******* Information Below Required For Both CUMC and Non-CUMC Groups*******

Event Coordinator Name: _____

Cell Phone: _____ E-Mail: _____

Alternate Coordinator Name: _____

Cell Phone: _____ E-Mail: _____

Purpose of Meeting _____

Estimated Number of Children _____ Estimated Number of Adults _____

Facilities to be used:

Sanctuary	Fellowship Hall	Kitchen	Room 101	Room 104	Room 105
Room 106	Room 107	Room 113	Room 114	Room 115	Room 116
Room 117	Room 118	Room 119	Room 120	Youth Wing	Room 201
Room 202	Room 204				

Equipment Needed: _____

Signature/Title of requestor _____ Date: _____

Approval Signature of Administrator/Clergy _____ Date: _____

Date Approval Sent to Requestor: _____

INFORMATION YOU NEED TO KNOW...

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

Closing Up – You are responsible for making sure all lights in the building are off and all doors are locked. All bathrooms need to be checked to make sure there is no water running. A/C needs to be turned up or heater turned down. All doors are locked.

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

Equipment – If any equipment is not functioning properly this should be reported to the church office. Any equipment damaged should be repaired or replaced by the individual responsible and reported to the church office.

Bulletin/Announcements – If you would like your event/meeting in the bulletin or slide announcements, please contact the church office at 767-8544 or email your information to angela@jesusatcovenant.org. It must be submitted by the Wednesday before the Sunday you would like to see it advertised.

Newsletter – If you would like the event/meeting in the newsletter, you may give it to the office or contact Angela by e-mail at angela@jesusatcovenant.org. Please note that the information must be submitted by the 15th of the month prior to the event for it to be in the following month's edition.

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 the church office at 767-8544.

Changes – Please let us know if the date or 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.