

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 umc@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 (Please Circle) 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 – Please Circle:

Sanctuary (150 seats)	Fellowship Hall (100 max.)
Conference Room (10-15 occupants)	Kitchen
Room 117, 118, 119, 120 (10-15 occupants)	Room 201, 202 (15-20 occupants)
Room 204 (Lecture Seating – 45 occupants)	
Room 113, 114, 115, 116 (Children’s Wing – 10-15 occupant per room)	
Room 101 (10-12 occupants)	Youth Room (20-25 occupants)

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 – 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 to 78 or heater turned down to 68.

Clean up – You are responsible for cleaning up and making sure that the room is left as you found it. This includes taking out ALL trash. Lysol wipes provided in room cabinet.

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 (386)767-8544 or email your information to umc@jesusatcovenant.org. It must be submitted by the Wednesday before the Sunday you would like to see it advertised.

Kitchen – If you will be using the kitchen, please contact the church office for more information (386)767-8544.

Sound – If you need any sound or audio/visual equipment, please contact the church office at (386)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. Please give 24-hour notice of any changes or cancellations.

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