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GROUP NAME: _____	DATE SUBMITTED: _____
CONTACT PERSON: _____	INITIALS OF RECIPIENT OF REQUEST: _____
PHONE: _____	
EMAIL: _____	TOTAL DEPOSIT: _____

**Description of Event:** \_\_\_\_\_ **Anticipated Attendance:** \_\_\_\_\_

**Dates (s):** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Additional Comments:** (ex: decoration time needed) \_\_\_\_\_

**Facilities/Areas Reserved:**

☐ Kitchen   ☐ Sanctuary   ☐ Chapel   ☐ Fellowship Hall   ☐ Parlor   ☐ Church Grounds  
☐ Parking Area   ☐ Nursery Needed   ☐ 2nd Floor Class Rm   ☐ 3rd Floor Class Rm

### Equipment Reserved:

☐ Podium   ☐ Microphone   ☐ TV/VCR   ☐ LCD Projector   ☐ Piano   ☐ Tables # \_\_\_\_\_  
☐ Chairs # \_\_\_\_\_

**Publicity Needed:**

☐ Website    ☐ Bulletin    ☐ Notice to Committee    ☐ Phone Tree    ☐ Local Publicity

**Childcare Needed?** ☐ No ☐ Yes    Hours: From \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM.

# of children \_\_\_\_\_ approximate ages \_\_\_\_\_

**Have you been given the Facility Usage Policy?**   ☐ No   ☐ Yes   **Date**\_\_\_\_\_

•As a user of this property and facility I agree to indemnify and hold harmless First United Methodist Church San Benito from all liability for personal injury or property damage arising out of its activities

☐ No ☐ Yes \_\_\_\_\_  
Signature Date

for office use only below this line

<b>STAFF ACTION :</b> <input type="checkbox"/> Approve <input type="checkbox"/> Decline <b>STAFF INITIALS:</b> _____ <input type="checkbox"/> Member <input type="checkbox"/> Non-Member <b>COMMENTS:</b>	<b>Date submitted to Office:</b> _____ <input type="checkbox"/> Notify contact person of decision and give copy <input type="checkbox"/> Put on calendar <input type="checkbox"/> Arrangement for open/close <input type="checkbox"/> Inspection after the event <input type="checkbox"/> Deposit returned  Deposit for event given: Date _____ Amount _____  It is the responsibility of each group to notify the church office of any changes in these plans.  Please make notification of cancellations as soon as possible in order that the date be freed for other events.
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