Providence United Methodist Church Facility Space Request Form

SPONSORING MINISTRY: EVENT NAME: PERSON REQUESTING SPACE: PHONE NO: EMAIL: WILL THERE BE AN ENTRANCE FEE CHARGED FOR THIS EVENT? YES NO IS THIS EVENT A FUND RAISER FOR YOUR ORGANIZATION? YES NO FACILITIES REQUESTED: Charter Hall Charter Annex Kitchen Conference Room Atrium Parlor Classroom(s) # Chapel Rehearsal Hall Other Description of proposed use (include number tables and chairs needed) Food or drink to be served? YES NO Description Are you requesting kitchen services through the church caterer? YES NO Sound Tech Needed? Yes (If yes, please complete attached A/V form) NO Approx. number of persons attending: Adults Minors Time of use: Reserve Set-Up Time: AM PM to AM PM Event time: AM PM Event time: AM PM I have read the attached scheduling Policy & Guidelines before requesting space. (Date of Application) (Signature of Sponsor)	DATE REQUESTED:
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Approved by: Date:	(Signature of Sponsor)
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Conditions of Approval:	Conditions of Approval:

Providence United Methodist Church Audio/ Visual Needs Check List

Group Requesting A/V Support	
Proposed Date and Times Needed	
Group Contact	Telephone Number
Note to Staff: Please leave a hard copy of	this completed form in the A/V Mailbox.
Sanctuary	Charter Hall
Podium Mikes	Wireless Handheld Mike
Wireless Handheld Mike	Wireless Lapel Mike
Rail and Altar Mike	Stage Mikes and Speakers
Wireless Lapel Mike	CD and IPod Players
<u>Atrium</u>	Charter Hall Annex
Wireless Handheld Mike	Wireless Handheld Mike
Wireless Lapel Mike	Wireless Lapel Mike
CD, IPod and DVD Players	CD, IPod and DVD Players
Laptop Connections	Laptop Connections
Video Monitors	Video Monitors
<u>Chapel</u>	Classroom A104
Podium Mike	DVD Player
DVD Player	Laptop Connections
Laptop Connections	Video Monitor
Video Projector	

Please contact Russ Case at rlcase@carolina.rr.com to discuss set-up

If you would like your space setup a certain way, please feel free to draw the diagram below:		