

*Providence United Methodist Church
Facility Space Request Form*

DATE REQUESTED: _____

DATE(S) OF EVENT: _____

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 to _____ AM PM

I have read the attached scheduling Policy & Guidelines before requesting space.

(Date of Application) _____ (Signature of Sponsor) _____

Approved by: _____ Date: _____

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

- Podium Mikes
- Wireless Handheld Mike
- Rail and Altar Mike
- Wireless Lapel Mike

Charter Hall

- Wireless Handheld Mike
- Wireless Lapel Mike
- Stage Mikes and Speakers
- CD and iPod Players

Atrium

- Wireless Handheld Mike
- Wireless Lapel Mike
- CD, iPod and DVD Players
- Laptop Connections
- Video Monitors

Charter Hall Annex

- Wireless Handheld Mike
- Wireless Lapel Mike
- CD, iPod and DVD Players
- Laptop Connections
- Video Monitors

Chapel

- Podium Mike
- DVD Player
- Laptop Connections
- Video Projector

Classroom A104

- DVD Player
- Laptop Connections
- Video Monitor

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: