

 First United Methodist Church
1200 E Yellow Jacket Lane
Rockwall TX 75087
972-771-5500

Building Use Form
Return form to Jennifer Potter at
jpotter@fumcrockwall.com

For Office Use: Reservation # _____ Date: _____ Time: _____ Room: _____
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**The COMPLETED form is due in the church office 7 business days
PRIOR to your event, or is subject to decline.**

Today's Date: _____

Building Use:

Planned Church Event

Staff Event

Other/Outside event

*Must provide Certificate of
Liability of Insurance (\$1 million)*

Contact & Scheduling Information:

Person in Charge: _____

Cell: _____

Email: _____

Home#: _____

Organization Name: _____

Event Name: _____ Purpose: _____

Event Date (s): _____

Start Time: _____ End Time: _____

**Events can take place
Monday-Saturday, 8:00am-9:00pm
this includes setup and take down.**

Set up Start Time: _____ End Time: _____

Facility Information: (see reverse side for rooms and descriptions)

of people: _____

Requested Room _____

Building: A or B

or
 Assign us a room _____

Room Number (s) &/or Type: _____
(all events are responsible for their own set up, unless special request is made)

Special Instructions:

Projector DVD Podium Dry Marker Board

Nursery (available for church events only):

Is a Nursery caregiver needed? Yes No

If YES, How many Children are Expected (no child over 3rd grade is allowed in the Nursery): Bldg. B, Rm 111

1-5 Children 6-10 Children 10 or more Children

OFFICE USE ONLY: COPY TO: <input type="checkbox"/> GREG HUMPHRIES <input type="checkbox"/> REV. CHRISTINA HILDEBRAND <input type="checkbox"/> OTHER: _____ DATE: _____ DATE: _____ DATE: _____ APPROVED: _____ DIRECTOR OF ADMINISTRATION _____ OFFICE CALENDAR (JENNIFER)
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Effective: Nov. 2015

<u>Bldg.</u>	Room number	Number of chairs/people	Room setup	DVD, TV, Podium, White Board	
A	Narthex				
	Rm 109-Kitchen				
	Multi-Purpose 1,2,3,4	100			
	Rm 112 Open Door Worship Center	250		P	
	Rm 130 Choir Rm	50	Half circle	P, W	
	Room 210-A	30	U-Shape	T, D, P, W	
	Rm 211	15	U-Shape	T, D, P, W	
	Rm 212	24	Square	T, D, P, W	
	Rm 213	27	Classroom	T, D, P, W	
	Rm 214	24	Square	T, D, P, W	
	Rm 215	15	4 Round Tables	T	
	B	Rm 109	42	Classroom	T, D, P, W
		Rm 110A/B	50	Circle No tables	
Rm 111-Nursery					
Rm 117		48	Classroom	T, D, P, W	
Rm 118		19	Half Circle No tables	T, D, P, W	
Rm 119		35	Circle No tables	T, D, P, W	
Rm 120		18	Square	T, D, P, W	
Rm 122-Prayer					
Rm 121		24	U-Shape	T, D, P, W	
Rm 123		23	Rectangle	T, D, P, W	
Rm 125		22	Square	T, D, P, W	
		Rm 204-Jr. High			
		Rm 206-Commons/Open Door	130	Half Circle no tables	P
		Rm 207-Youth Gathering			
	Rm 209-Sr. High				
	Rm 214-Cooking				
	Rm 215-Art				
	Rm 216-Movie/Story				
	Rm 217-Game				
	Rm 218-5 th /6 th Grade				
C	Rm 100 Sanctuary	900	Pews		
TV=T	DVD=D	Podium=P	White Board=W		