

## Salado United Methodist Church Facilities & Equipment Request Form

**Instructions:**

1. Use this form to reserve all SUMC facilities and equipment.
2. The form must be completed and given to Tammye Bass (in person, or email to [sumc@saladoumc.org](mailto:sumc@saladoumc.org)) at least 10 business days prior to the date when facilities are required.
3. Tammye will promptly notify the person making the request if the request can be filled, and the room number(s) assigned (if applicable).
4. Be sure to let Tammye know if your requirements change or are cancelled.

Name of Person Making Request	Contact Phone Number	Contact Address	Ministry or Committee	Date of Request (today)

Date when Facilities or Equipment are Needed	Arrival/Setup Time	Event Start Time	Event End Time	Building Vacate Time

Purpose of Event	Estimated Attendance

**Facility Requirements**

**Rooms (check all that are required)**

<input type="checkbox"/>	Sanctuary	<input type="checkbox"/>	Chapel	<input type="checkbox"/>	Meeting Rooms (list how many)
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**Type of Seating Required (check one)**

<input type="checkbox"/>	Auditorium Style (all seats facing speaker)
<input type="checkbox"/>	Classroom Style (all seats in rectangle, facing center)
<input type="checkbox"/>	Fellowship Style (individual tables with chairs)
<input type="checkbox"/>	Other (specify):

**Special Notes Regarding Seating, if any**

**Food & Beverage**

Will food or beverages be served?	
If so, will use of the kitchen be required?	

*see other side....*

**Equipment & Service Requirements**

**Audio/Visual Equipment**

Type of Equipment	No. Required	Notes (list which rooms, if multiple rooms are being used)
Podium Microphones		
Wireless Lapel Microphones		
Microphones on Stands		
Portable PA System		
Cassette Player		
CD Player		
TV Monitor		
Projector		
Screen		
DVD Player		
VCR		
Video Camera		
Whiteboard/Markers		
Other:		

Do you require staff present to operate the equipment?	
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**Transportation**

Is the church van required?	
If so, is a driver required?	
From where to where?	

**Other Requirements or Comments**

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**Staff Use Only**

Event <b>Approved / Rejected</b> (circle one); Requestor Advised	Date:	
Building Access To Be Provided By	Who:	
Event Scheduled on Calendar	Date:	
Confirmed with Technology Staff	Date:	
Confirmed with Custodial Staff	Date:	