

First Farragut UMC

Facility Usage Request/Ministry Planning Information

- Please email admin@ffumc.org or call 865-966-8430 to check availability before submitting a request for your meeting(s), program(s), or event(s).
- Submit this form and you will be notified after your request has been reviewed. Email completed form to admin@ffumc.org, fax completed form to 865-675-4435, or drop it off during church office hours Monday-Thursday from 9 a.m. to 2 p.m.
- We may require insurance information and/or a signed waiver.
- If kitchen will be used, complete page 2 (or backside of form).

Additional Requirements:

1. Following the event, the area(s) used must be restored and as clean or cleaner than you found them. Please ask for location of cleaning items which can be used. All garbage must be removed and placed inside the dumpster beside building. Who, by name, is responsible to ensure the area(s) have been cleaned and restored? Name and contact information of individual:

2. For security of your group members and those in the building, you must have a representative from your group at the front entrance to let people in for your event. Please do not leave children unattended.

******The main entrance doors must remain locked during your event.**

Name of meeting/program/event: _____

Requested room: _____

Second choice: _____

Reserve Date From: _____ / _____ / _____

Reserve Date To: _____ / _____ / _____

Event begins at: _____ am / pm

Event ends at: _____ am / pm

Set-Up Date: _____ / _____ / _____

Tear-Down Date: _____ / _____ / _____

Set-Up Time: _____ am / pm

Tear-Down Completion Time: _____ am/pm

NOTE: You are responsible for the set-up and tear-down for your event.

If this is a recurring event, please explain (i.e., 4th Weds. of every month): _____

Estimated number of participants: _____

Items needed: _____

YOU ARE RESPONSIBLE FOR SECURING THE ITEMS FROM OUR ADMINISTRATIVE ASSISTANT (admin@ffumc.org or 865-966-8430) **PRIOR TO YOUR MEETING AND RETURNING ALL ITEMS TO THEIR DESIGNATED LOCATION AT THE CONCLUSION OF YOUR MEETING. IF YOU NEED VIDEO OR SOUND IN WORSHIP CENTER, YOU MUST PAY A TRAINED A/V VOLUNTEER DIRECTLY FOR THEIR TIME.**

Contact Person: _____ E-mail: _____

Phone: (home) _____ (cell) _____ (work) _____

Do you need childcare?

Childcare Reservation Form is required. Please request the form by email when submitting Facility Usage Request form.

Would you like an announcement in the Sunday bulletin? _____ Yes _____ No

If "yes," you must email the announcement to admin@ffumc.org by noon on the Monday prior to the desired date of Sunday bulletin. (i.e., Announcement in Sunday, January 6, 2019, bulletin must be emailed by December 31, 2018.)

USE REQUEST - FOOD SERVICE FACILITIES

(Submit this form at least three (3) weeks before your event.)

1. What is the name and contact information of the person in the user group who is responsible for kitchen operations?

2. Is the meal to be catered? Yes No
If yes, what kitchen spaces and equipment will be used?

3. What is the menu (what is to be served)?

4. Will arrangements/information regarding food allergies be made available to participants?
 Yes No

If so, what has or will be done to accomplish this?

5. Have kitchen volunteers been identified and trained relative to their duties?
 Yes No

6. Will church cooking and eating utensils, plates and serving equipment be used (and washed/sanitized) or will disposables be used?

7. Name and contact information of the person responsible for signing-off on kitchen clean-up and sanitizing?
