

Application for Ministry Planning and Facility Usage

In order to have your meeting, program, or event placed on the church calendar, please complete the form below and return it to the church office, email it to Randee Schoenike (admin@ffumc.org), or fax it to the church office (865-675-4435).

Name of meeting/program/event: _____	
Requested room: _____	Second choice: _____
Reserve Date From: _____ / _____ / _____	Reserve Date To: _____ / _____ / _____
Beginning Time: _____ am / pm	Estimated Ending Time: _____ am / pm
Event Set-Up Date: _____ / _____ / _____	Event Tear-Down Date: _____ / _____ / _____
Event Set-Up Time: _____ am / pm	Est. Tear-Down Completion Time: _____ am/pm
Preferred room set-up style (i.e., chairs in rows, in circle, at tables, etc.): _____	
NOTE: You are responsible for the set up and take down for your event.	
If this is a recurring event, please explain (i.e., 4 th Weds. of every month): _____	
Should this event be included in other calendars (i.e., children, youth, JOY): _____	
Estimated number of participants: _____	
Equipment needed (please circle): TV/VCR/DVD Video Projector/Screen Sound amplification Podium Extra-large trashcan Flip chart/markers Overhead Projector White board/markers Other _____	
Note: You are responsible for securing the items from the Administrative Assistant prior to your meeting and returning ALL items to their designated location at the conclusion of your meeting.	

Contact Person: _____	E-mail: _____
Phone: (home) _____	(cell) _____
	(work) _____

Nursery

You must complete the Childcare Reservation Form under Resources.

Communications

Do you plan to have an announcement in the worship bulletin(s)? Yes No

If your answer is "yes," **you must provide the copy for your announcements to the church office (admin@ffumc.org)** the Monday prior to the date of the bulletin desired (i.e., your announcement will appear in bulletin dated 1.10.2016, must be submitted by Monday, 1.4.2016).

Nursery Information

Event Name: _____

Event Dates: _____