

Facilities & Communications Request Form

Information

Event _____

Date of Event _____ Set-up Start Time _____ Event Start Time _____ Clean-up End Time _____

Target Audience _____ Number of People Expected _____

(Example: UMW, Youth, Congregation)

Contact Name _____

Contact Phone _____ Contact Email _____

Facilities and Equipment

Room Preference:

Activities Bldg _____ Hospitality Center _____ Kitchen _____

Library _____ Parlor _____ Pavilion _____ Sanctuary _____

Other _____

Rooms: 201/203 _____ 202 _____ 204 _____

Equipment Requested:

Items to be used Offsite:

Number of Chairs Old _____ New _____

Number of Tables Rectangle 6FT _____ 8FT _____ Round _____

Other _____

I have read and understand the Aley United Methodist Church Property Use Policy and agree to its terms and conditions .

Signature _____

Date _____

Communications

Preference:

Aley Website _____ Bulletin _____ Bulletin Insert _____

Newsletter _____ Sanctuary Screen _____

Date Range _____

3 Week Limit

All communication requests must be made through the Ministry Chair. Please have your ministry chair submit this request.

Signature _____

Ministry Chair

Date _____

Entering Building

Do you have a key/key code? Yes _____ No _____

Your code is: _____

Do you need a key for specific rooms? Yes _____ No _____

Do you have a security code to disarm the alarm system?

Yes _____ No _____ Not Needed _____

Your security code is: _____



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