

First United Methodist Church & Outreach Center
SMALL GROUP RESERVATION FORM
(07-26-21)

Today's Date _____

Contact Name _____

Contact Email _____

Contact Phone _____

___ Event ___ Meeting ___ Approx. # of Attendees

Start Date: _____ Time: _____

End Date: _____ Time: _____

Recurring: ___ Yes ___ No ___ Weekly ___ Monthly ___ Bi-Weekly

S M T W Th F Sa

Location of Event

___ Main Level : ___ Chapel Parlor ___ Library ___ Gathering Area ___ Sanctuary

___ Lower Level: ___ Fellowship Hall & Kitchen ___ Classroom # _____

___ Upper Level: ___ Classroom # _____ ___ Other: _____

Description of Small Group (for GROW Catalog & publicity.

Purpose & Study focus plus who is your audience or Women/Men, age levels, short-term or long-term, etc.

Equipment Needed ___ Sound ___ Television/DVD Player

___ Other: _____

We agree to the policies and procedures of First United Methodist Church & Outreach Center, including but not limited to suggested donations, set-up and clean-up.

Signature

Staff Member

Office Use Only: ___ Approval ___/___/___ by ___ Staff ___ Trustees ___ Other: _____

___ Calendar ___ Deposit Paid ___/___/___ Suggested Donation Received ___/___/___

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