

FUMC ROOM REQUEST FORM

Outdoor spaces on the church campus are also permissible on a first come basis. **Reservations for indoor meeting spaces must be secured 48 hours in advance** via the church office by calling 785-776-8821 or emailing fumc@fumcmanhattan.com. Hybrid virtual/in person meetings are still encouraged. **Masks are not required but still encouraged.** Childcare **IS NOT** available for church groups at this time.

Today's Date _____ Name of Group: _____

Contact Person _____

Phone Number _____ Email Address _____

Date of Event _____ Time of Event _____ am/pm Ending Time _____ am/pm

Number of Participants anticipated _____ Set-up Time (if different) _____ am/pm

Is this event Recurring? Yes/No _____ Weekly on _____ Monthly on _____
(example: Tuesday) (example: 3rd Monday/15th)

ROOM(S) REQUESTED (Circle your request):

Connecting Link	Sanctuary	Fellowship Hall	Library
Classroom 1 and 2	Alan Lee Large room	Alan Lee Small room	
Harris Activity Center (HAC) Auditorium	HAC SW Room	HAC Middle	HAC SE Room
Other location not listed _____			

***We encourage all groups to setup and tear down for themselves whenever possible
and sanitize with supplies provided.***

ADDITIONAL NEEDS:

Tech Needs: Audio _____ TV/DVD _____ WIFI _____ Projector _____ Computer _____
If you need assistance with technology, please communicate with the office to make an appointment with the communications coordinator at least 5 business days prior to the event.

Other Special Requests: _____

GUIDELINES

1. Masks are no longer required but still encouraged. If you forget your personal mask, disposables will be provided.
2. Use hand sanitizer upon entering the building.
3. Social distancing is still highly encouraged.
4. Technology access to meetings is encouraged to provide hospitality to those uncomfortable or at high risk to in-person gatherings.

Signature of Contact Person _____

****FIRST UMC IS AN ALCOHOL AND SMOKE FREE FACILITY****

Revised May 2021