

Christ United Methodist Church

301 East Drake Road, Fort Collins, Colorado 80525
 970-226-2341, Fax: 970-207-4030, E-Mail: info@cumc-fc.org
 Website: www.cumc-fc.org

Room Request Form

Part of the mission of Christ UMC is to invite community non-profit groups to use our facility. While we do not charge non-profit groups a fee, we accept donations to defray the cost of utilities, building upkeep and custodial expense.

Full Name of Organization: _____ Date: _____

Reason for Request: _____

Key contact name: _____ Day phone: _____

Email address: _____ Alternate phone: _____

Your role or position in the Organization: _____

Person filling out the form if NOT the key contact for the group _____

Email address: _____ Best phone: _____

Date(s) Requested for event/meeting: _____

ROOM #(s) Requested: _____

Actual time room is needed, allowing time for decorating or set-up & clean-up: _____

Start AND End Time of Event: _____ Unlock and Lock doors: _____

Expected Number of People: Children: _____ Adults: _____ Age Range: _____

Fellowship Hall Users: Have you filled out the room set-up on the reverse side of this form? ☐ Yes ☐ No

Special needs or requests: _____

Is the sound system in Fellowship Hall needed? ☐ Yes ☐ No

NOTE: See Building Use Policy for use of CUMC's electronic equipment and musical instruments.

Request Made: ☐ In-Person ☐ By Mail ☐ Over the Phone ☐ Fax ☐ E-Mail

FOR OFFICE USE ONLY - check and initial ☐ Price agreed to _____ ☐ Invoice needed _____

☐ Approved (Pastor/Trustee) ☐ Denied ☐ Paper calendar ☐ Online calendar ☐ Copy to Custodian

☐ Inform Security f later than 9:30 p.m. ☐ Sound/Lights technician notified ☐ Date Approved _____

☐ Return phone call made: _____

Special Instructions: _____

PLEASE USE BLACK INK

Custodian Room Set-Up Request Form

Date of Event: _____ Start time of event: _____

Due to other room uses before or after, set-up can begin at (to be filled in by staff) _____

Contact Name

Name of Group

Time needed by

Contact Phone Number for questions _____

Is the sound system in Fellowship Hall needed? ☐ Yes ☐ No

Sound / video needs: Wall monitor w/Remote_____ Microphone _____

Details: _____

Use this area to make a drawing of instructions for Fellowship Hall.

(South)

(North/Entrance to Fellowship Hall)