

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
Web Site: 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. Although we do not charge non-profit groups a fee, we gladly accept donations to defray the cost of utilities, building upkeep and custodial expense. Thank you!

Date request made: _____ By whom: _____

Contact name & email address: _____

Day phone: _____ Evening phone: _____

Name of Organization: _____

Date(s) Requested: _____ Start Time of Event: _____

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

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

Reason for Request: _____

How Many People: Children: _____ Adults: _____ Ages: _____

ROOM #: _____

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

Needs: _____

Special Requests: _____

(The church does NOT furnish projectors, etc., to outside groups.) (CUMC's Video/Screen & Multimedia USAGE • This equipment is NOT AVAILABLE FOR USAGE by Members (for personal/family gatherings) and Non-Members (Community Clubs/Organizations) even if a member would be operating them.)

Do you need the sound system if using the Fellowship Hall? Yes No

FOR OFFICE USE ONLY

Approved Denied Put on Calendar Put on-line Copy to Custodian

Reason / Special Instructions: _____

Return phone call made: _____

Inform Security Service if later than 9:30 p.m.

Custodian Room Set-Up Request Form:

Date: _____

Contact Name

Name of Group

Date needed by

Contact Phone Number

Time needed by

Instructions:

Please use this area to make a drawing of instructions.

(South)

(North/Entrance to Fellowship Hall)