



First United Methodist Church  
 Event Planning Form  
 903.564.3156

<b>Name of Event:</b>	
Responsible Party:	
Responsible Party:	
Date of Event: (note, Sunday reservations will be accepted for after worship services only).	
Recurring Event, Specify schedule	
Responsible Party Phone:	
Responsible Party Cell:	
Accessibility to the building, will you be requesting a key? Alarm code: _____ Keys are to be picked up and returned to Church Office only.	<input type="checkbox"/> Yes, if checked yes I agree to pay a \$50 deposit. Once the key is returned, my deposit will be refunded. Keys must be returned to church office within 24 hours of date of the event or at the time the recurring event is no longer scheduled. I accept responsibility for securing the alarm. If I enter the building and do not properly disable alarm, I will forfeit my deposit. _____ initials <input type="checkbox"/> No, if someone else from the church is allowing me access, name of individual: _____
As the responsible party for this event, I agree to follow the procedure described by the church. Doors will be locked at the time the building is left vacant. Doors opened with a key must be locked with a key. Doors that are unlocked by push bar key must be locked with same push bar key. Thermostat controls will be turned off unless otherwise specified. Any lights turned on will be turned off. Facilities will be left in the same condition as prior to the event.	
<b>Event Information:</b>	
Church Related or Sponsored Event:	
Number of People Attending:	
Wedding Events	Request a Policy/Procedure guideline for weddings
<b>Facility Usage</b>	
Wesley Hall	<input type="checkbox"/> Yes
Wesley Hall and Kitchen	<input type="checkbox"/> Yes
Sunday School Classroom(s)	<input type="checkbox"/> Yes
Sanctuary	<input type="checkbox"/> Yes
Sonrise Center	<input type="checkbox"/> Yes
As the responsible party, I agree to pay a \$50 deposit for use of the building. If the building is not left in the same manner in which it was found, I agree that my deposit will be forfeited. I agree that cleanup of any of the above facilities requested for use will be my responsibility. <ul style="list-style-type: none"> <li>• Tables and Chairs will be left clean and returned to proper space.</li> <li>• Kitchen will be clean and any equipment used (ovens, coffee pot) will be turned off. Any kitchen supplies (dishes, cups, utensils) will be washed and stored in the designated area. Food will be disposed of properly on the day of event.</li> <li>• Trash will be removed from all areas used.</li> <li>• Restrooms will be left tidy, lights turned off.</li> <li>• Note: 13 Round Tables and 8 chairs at each table are setup in Wesley Hall at all times. More tables are available for use. If used, please return clean tables to storage area.</li> </ul>	



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<b>Name of Event:</b>	
<b>Services Needed:</b>	
Childcare/Nursery:	<input type="checkbox"/> Yes, see requirements described below
Media/Sound/Projection Screen	<input type="checkbox"/> Yes, see requirements described below
Stage	<input type="checkbox"/> Yes
Pastoral	<input type="checkbox"/> Yes, call the church office to make an appointment with Pastor
<p>FUMC childcare is approved and adheres to the North Texas Conference of the United Methodist Church Safe Sanctuary Guidelines and requires 2 adults to be present at all times when working with children and youth and/or providing childcare. I agree to reimburse FUMC for nursery and childcare at \$13.50 per hour for each attendant. If childcare is provided by individuals other than FUMC employees they must adhere to Safe Sanctuary Guidelines. FUMC Whitesboro is not responsible for accidents or any other liability.</p> <p>Initials: _____</p>	
<p>If Media/Sound equipment is used, I take full responsibility for operating the equipment and agree to replace or fix any equipment that is damaged during my event:</p> <p>Initials: _____.</p>	
<p>Fees for Services:</p> <p>For church related events we do not charge a service fee. _____ initials</p> <p>For non church related events, we ask for a donation to go towards costs of use of the building, custodial services and utilities. _____ initials</p> <p>Coffee, tea, Styrofoam plates, bowls; cups are for church related functions only. _____ initials</p> <p>Wedding services requiring the use of building, sanctuary, and Pastor are outlined in Wedding Policies and Procedures.</p> <p>Alcohol and smoking on church premises is prohibited. Burning candles are not to be used unless a FUMC Board of Trustees is present. Children not cared for in the nursery need to be monitored for their safety. The Sanctuary, choir and Sunday School classrooms are off limits for non-church related activities.</p> <p>_____ initials</p> <p>We are so blessed to have a fellowship hall where our congregation and community can enjoy a variety of activities. This is where we worship, and it is our pleasure to share God's blessings with you; we ask in return to please respect the building and property of the church.</p> <p><b>Return form and deposit to:</b>  <b>122 S. Union or PO Box 370</b>  <b>Whitesboro, TX 76273</b></p>	