

**First United Methodist Church
Lockhart, Texas
Building Usage Request Form**

Today's Date _____ Person Making Request _____

Contact Phone # _____ Event Name _____

Is this a Church Function? _____

Event date requested _____ Event Time: Begin _____ End _____

Number of Persons Attending _____ Arrival Time _____

Will you need the church for an event rehearsal or practice? _____ Date & Time? _____

Will Nursery care be needed? Begin Time _____ End Time _____

Room(s) needed _____

Utilities needed _____ AC or Heat Yes _____ No _____

Furniture and/or equipment other items needed: _____

Person (s) responsible for set-up and clean up (of event props, etc.) _____

Contact phone # _____

Contact phone # _____

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Office Use Only:

Approved By: _____ Office Phone: 512-398-3232

Rental Fee _____ Deposit Amount Required _____

Sound Tech _____ Phone # _____

Cleaning Person _____ Phone # _____

Utility Fee _____

Total Amount Due: _____