

ZIONSVILLE UNITED METHODIST CHURCH

REQUEST FOR USE OF FACILITY

Event Date: _____ Contact Person: _____

Event: _____ Email: _____

Ministry: _____ Phone: _____

Event Information:

Day of Week: Sun Mon Tues Wed Thurs Fri Sat

Occurrence: Once Weekly Monthly End date? _____

Event Start Time: _____ Set up Time: _____

Event End Time: _____ Clean up Ends: _____

Room preference: _____ Number of people attending: _____

Set-up Needs:

<input type="checkbox"/> Easel	<input type="checkbox"/> Round Tables	Quantity: _____
<input type="checkbox"/> LCD Projector	<input type="checkbox"/> 8 ft Tables	Quantity: _____
<input type="checkbox"/> Speaker Stand	<input type="checkbox"/> 18"x 96" Tables	Quantity: _____
<input type="checkbox"/> TV/VCR/DVD	<input type="checkbox"/> Chairs	Quantity: _____

If you need Sound, Video or Lighting in the Sanctuary or Chapel please contact Andy Symons at andy@thelodgestudios.com.

ZUMC Ministries Child Care Information:

If childcare is required please fill out attached yellow sheet.

I have read the back of this form and understand that I will be responsible for set up and clean up. I will return the requested room(s) to their original arrangement.

Signature of person requesting room

_____ Date: _____

Office Use Only Approved Disapproved

Please read the back

ZUMC EXPECTATIONS FOR USING THE BUILDING

1. SMOKING IS NOT PERMITTED IN THE BUILDING. ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON THE GROUNDS OR IN THE BUILDING.

2. Kitchen Guidelines:

- Please leave kitchen clean and ready for the next function. No dishes, pots, pans, utensils or dishtowels left out to dry.
- All kitchen linens should be taken home, washed and returned to the kitchen within 48 hours.
- Wash all counter tops with soap and water. Then sterilize counter tops with Clorox and water (spray bottle already mixed in kitchen).
- All special kitchen items needed for an event should be provided by the organizer. This includes table coverings, special bowls, centerpieces, etc.
- After using the kitchen, no food or other items should be stored or left in the refrigerator. All food brought to the kitchen should be either used or taken home. The kitchen committee will periodically clean the refrigerator and freezer and throw out unnecessary and unmarked items.

3. TRASH...For meetings, if food is served, please tie up your trash and take to Dumpster. **DO NOT LEAVE FOOD OR FOOD TRASH IN THE MEETING ROOMS.** For large kitchen functions please tie up your trash and take to the Dumpster located at the Northeast corner of the church building behind the white chain link fence.

4 There are numerous occasions when ministry groups wish to provide sign-up or registration for an event or provide items for sale.

Policy for registration, sign-ups and selling items

- Request location and equipment needs through Mike Voigt.
- Present request for selling Items to Finance Team (Finance Team meets the 3rd Tuesday of the month).
- Items **will not** be sold in the office during the week.
- Persons can be referred, by office staff, to a contact person.

Locations for selling items, sign-ups and registration

- Request location and equipment needs through Mike Voigt.
- East and West Commons area.
- Hallways on either side of Narthex.
- Poinsettias and Easter lilies will be sold from the alcove areas on either side of the main entrance.

Length of Displays

- Each Display can be up for a **maximum** of 3 consecutive Sundays.
- Exceptions to this policy are only made by the Church Council (Church Council meets the 4th Tuesday of the month).

5 ZUMC Ministries Only

- Production work is any copying job that is 50 copies or more in total copies.
- Items for production will need to be in the office **two weeks** prior to its need.
- Please check with Linda Moyer prior to using the machine.