

# FUMC FACILITY RESERVATION WORKSHEET

Event Name \_\_\_\_\_

Type of event (meeting, reception, dinner, etc.) \_\_\_\_\_ Estimated Number attending \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Telephone \_\_\_\_\_ Email \_\_\_\_\_

Additional sponsors/involved groups \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Facility Access Date(s) \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Room setup (i.e. classroom—chairs no aisle, theater—chairs with aisle, hollow square, open circle)

## Resources common to all rooms

Coffee and tea service includes creamer, sugar/sweetener, cups, napkins. Please indicate quantity needed in spaces below as appropriate.

___ 45 cup urn coffee (\$45ea max 4))	___ 30 glass ice tea (\$20)
___ 10 cup pump coffee (\$10ea max 5)	___ Small ice tea (\$10)
___ 30 cup hot water (max 1 - tea not provided)	___ Ice water
___ 10 cup pump hot water (max 2 - tea not provided)	___ Large container ice

## Resources Great Hall Only

___ 6-ft tables (maximum 20)	___ Sound system on
___ 60-inch round tables (max 33)	___ Podium
___ Table cloths burgundy (round tables only max 33)	___ Kitchen use (serving only no food prep)
___ Padded Chairs (max 240)	___ Kitchen use (caterer only)
___ Microphone – wired on stand	___ Kitchen use food preparation (requires FUMC training prior to event)
___ Microphone – hand held wireless	

## Resources Garrison Chapel Only

___ Standard setup 50 chairs theater style with podium in front, facing whiteboard	___ Padded chairs (maximum 80)
___ 6-ft tables (maximum 16)	___ Podium
	___ Podium (mic on)

## Resources Wesley Hall Only

___ 6-ft tables (maximum 2)	___ Microphone – lavalier
___ 60-inch round tables (max 10)	AV – requires training or FUMC technician @ \$25 per hr
___ Folding Chairs (max 80)	___ LCD projection (user provides laptop)
___ Podium	___ DVD projection
___ Sound system on	(continued on back of this page)
___ Microphone – wired on stand	
___ Microphone – hand held wireless	

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**Resources FLC Classrooms**

- 6-ft Tables (max 3)
- Padded chairs
- Large Screen TV/DVD (Room 104 only)
- Podium
- TV/DVD/VCR on stand

**AV Equipment Needed (FUMC Internal Events Only, not available for rental)**

- LCD Projector
- TV/DVD player on stand
- Computer
- WiFi access

**Walkthrough needed**  Yes  No Date \_\_\_\_\_

**Kitchen Use**  Yes  No Hours of Use \_\_\_\_\_

**Childcare Needed**  Yes  No

**Handicap access door unlock needed**  Yes  No Hours open and closed \_\_\_\_\_

**Publicity Checklist**

Internal publicity form completed  Yes  No (see Content Submission, first page of FUMC website)

External publicity requested  Yes  No

Additional equipment or materials needed \_\_\_\_\_

What printed support material is needed: \_\_\_\_\_

What hours will you need staff facility or custodial support? \_\_\_\_\_

What equipment or materials will you need that may not be on this list? (nametags, notebooks, folders, pens, easel and stand, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Who is the onsite responsible person? \_\_\_\_\_

Do you have a team that can help with setup for this event?  Yes  No

Who is responsible for cleanup after the event? \_\_\_\_\_

Who is responsible for lockup after the event? \_\_\_\_\_

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