

LOVELY LANE UNITED METHODIST CHURCH BUILDING USE REQUEST FORM

(for Committees and Church Sponsored Groups)

Note: Please return your completed form via E-mail or regular mail to Lovely Lane UMC, ATTN: Office, 2424 – 42nd St. NE, Cedar Rapids, IA 52402. If this request is not for a church-related ministry, you will be notified about availability within 5-10 working days.

Event Title: _____

Contact Person/Name of Responsible Party:

Name: _____

Address: _____

Phone: _____ **Cell Phone:** _____

E-mail Address: _____

Date(s) of Event: _____

Time of Event: Start _____ **End** _____

Childcare needed (*for Lovely Lane Church events only*): **Yes** _____ **No** _____ **# children** _____

Approximate Number of People Attending Event: _____

Room(s) requested: _____

Equipment requested:

_____ Kitchen facility

_____ Refrigerator

_____ Band equipment in sanctuary

_____ Audio Visual equipment in sanctuary

Please list the reason for the use of sanctuary equipment (movie, band practice, power point presentation, etc.) _____

Is there any need to rearrange microphones, band equipment, etc? Yes _____ No _____

Setup/teardown: Committees/Groups are requested to do their own set up and are requested to return the room to original state after their meeting.

_____ Committee/Group is unable to do set up.

(Please diagram any special room set up on the back of this sheet.)

For office use only

_____ has been requested to do set up.

_____ has been notified to assist with A/V, band equipment.