

OFFICE USE ONLY:



FRANCONIA
UNITED METHODIST CHURCH

6037 Franconia Rd.
Alexandria, VA 22310

Completion of this form does not constitute an agreement regarding your request. You will be contacted with further information regarding availability. Thank you for your cooperation.

Date Received _____
Approved _____
Denied _____
Added to Calendar _____

Event Title: _____ **# Attending:** _____

Group Organizing Event: _____

Contact Person: _____ **FUMC Member** ___ Yes ___ No

Phone Number: _____ **Email:** _____

Date Choice 1: _____ Date Choice 2: _____

Set up time: _____ Time of Activity: _____

Clean up time: _____ **(Premises and property must be vacated by 10pm)**

Space Requested: One-Time Weekly Monthly Annually (requires yearly approval)
Other: _____

Key Code Needed (for recurring events/ meetings ONLY): Y N **Code Given:** _____

	C200 Cokesbury Hall – Mission events	Designated entrance/exit:
	S105 Stage Room – Committee meetings & Small groups	Designated entrance/exit:
	S200 Sanctuary – Music ministries only	Designated entrance/exit:
	C305 Youth Room – Youth ministries only	Designated entrance/exit:
		Cokesbury Chair Lift Trained? Y N
	Out Door Chair Lift Trained? Y N	Sound and Screens Trained? Y N

All persons under eighteen years of age must be supervised at all times while on the premises and property.

I have read and agree to abide by the policies and regulations concerning the facilities of Franconia United Methodist Church and will assume full responsibility for their enforcement.

Signed: _____ Date: _____

For Church Office Use ONLY:

Request Does / Does Not conflict with the Church Calendar: _____

Approved by Pastor: _____

Approved by Board of Trustees: _____

Request is APPROVED, and requestor is informed: _____

Request is DENIED and the requestor is informed: _____