

St. James UMC Building Use Form

1. This form should be completed and submitted to the church office at least seven (7) days prior to the scheduled event.
 2. Please leave room in the same condition as it was found. Turn out the lights.
- Thank you for your cooperation!

Date(s) of Event _____
Please write day of week, month, day, year.

Name of Event _____

Room(s) being used _____

Beginning and ending times of event _____
Write times that the room will be used for set up and/or actual event time.

Please draw a diagram of the set up you need in the space below. Use back of page for more space.

Check Equipment Needs

- ◆ _____ Microphone _____ # needed
- ◆ _____ Choir Platforms/Risers
- ◆ _____ TV/VCR
- ◆ _____ Overhead Projector
- ◆ _____ Easel
- ◆ _____ Chairs _____ # needed
- ◆ _____ Round Tables _____ # needed
- ◆ _____ Rectangle Tables _____ # needed
- ◆ _____ Other _____
- ◆ _____ Other _____

Set-up Contact Information

Name _____
Phone _____ Date _____

Special Instructions