

Central United Methodist Church

Building/Property Use Request Form

215 N CAPITAL AVE, LANSING, MI 48933

Room requests must be submitted at least two weeks in advance of the event. Central UMC reserves the right to assign the room to be used and final approval of the planned event to be held at Central UMC.

NAME OF EVENT:

TODAYS DATE:

GROUP OR ORGANIZATION NAME:

CONTACT PERSON:

PHONE #:

CONTACT ADDRESS:

CONTACT EMAIL:

Do you/Group carry Liability and Property Damage Insurance? Yes No

NUMBER ATTENDING:

DO YOU HAVE AUDIO/VISUAL NEEDS?

YES

NO

WILL THERE BE FOOD SERVED? YES NO IF YES, HOW SERVED?

ROOM SET UP NEEDS:

If necessary, submit diagram of Set up requested.

ONE TIME

RECURRING EVENT

Set up time

Event Start Time

Event End Time

Date of event (month day and year)

ROOM REQUESTED:

Sanctuary 1st Floor Lounge Fellowship Hall Gym Sunset Rooms

Chapel 2nd Floor Lounge Wesley Social Hall Loft Kitchen

Library Conference Room Shalom Center Skylight Room

Other:

I have read and understand the BUILDING/PROPERTY USE POLICY. By signing, we agree to be responsible for all damages and user fees.

SIGNATURE:

TITLE:

PRINT NAME:

DATE:

EMAIL COMPLETED FORM TO FACILITIES MANAGER: paul.building@lansingcentralumc.net

Or mail to: Central UMC, 215 N Capitol Ave, Lansing, MI 48933

Or place in Facilities Manager Mail slot