

**NORTHAVEN UNITED METHODIST CHURCH
BUILDING USE REQUEST FORM**

**NUMC Use Requests are Due in the Church Office no later than ONE WEEK in advance of use. Non-
NUMC Use Requests are Due in the Church Office no later than ONE MONTH in advance of use.
Staff cannot be responsible for set-up if form not timely submitted.**

Date _____

NUMC GROUP? YES _____ NO _____

NAME OF GROUP/COMMISSION/ORGANIZATION: _____

501(c)(3) tax exempt organization? YES _____ NO _____ Tax I.D. No. _____

Date Space Requested _____ Event Start & End Times _____

Person Responsible

PRINT NAME _____

Address

Tel. _____ (w) _____ (m) _____ (h)

Email _____

Description of Event/Meeting

Room No./Space Requested _____

SET-UP REQUEST (Describe room set up requested. Include detailed diagram on separate piece of paper.)

Number of tables requested _____

Number of chairs needed _____

USE OF KITCHEN? Yes _____ No _____

USE OF NURSERY? Yes _____ No _____

Number of participants anticipated _____

Time needed in the building prior to event/meeting _____

Time out of building _____

Applicable Fees (See Fee Schedule):

Paid \$ _____

Use of NUMC facilities is subject to space availability and NUMC Building Use Policy and Procedures, including General Use Restrictions and Conditions. NUMC use needs are first priority in the event of conflicting requests for open times and dates. Any use of Nursery facilities must be staffed by organization requesting use.