

**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: _____

Date Space Requested _____ Event Start & End Times _____

Person Responsible _____
PRINT NAME

Address _____

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

Email _____

Description of Event/Meeting

Room/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 _____

Number of participants anticipated _____

Time needed in the building prior to event/meeting _____

Time out of building _____

Applicable Fees (See Fee Schedule):

Paid \$ _____

***No Alcohol is allowed in the building**

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.

Parking Lot Guidelines for Cyclists:



1. The designated parking area for cyclists is on the South side of the building/West end of the property.
2. Notify the Church Office Administrator at least one week ahead of time when you plan to use the parking lot, so it can be posted to our church calendar.
3. Do not leave any trash, etc. behind (our dumpsters are locked, so all trash must be removed from the property).
4. Northaven's recycle bins are open to the public and can be used by visiting groups.
5. Northaven is absolved of any responsibility for fender-benders, theft, etc.
6. Please do not park in the designated handicap areas.
7. Northaven must have a contact person for each group and a building use request form on file.

Coffee/Tea Rates by Group Size:



\$25 for 1-30 people- (Coffee on Demand System)
\$45 for 30-75 people- (Bunn System with 3 coffeepots)
\$90 for 75-150 people - (Percolators/Bunn System)

*More than 150 people- Estimate based on .60 per cup of coffee per person

*Note groups can choose to bring in prepaid "coffee to go" boxes or have coffee delivered.

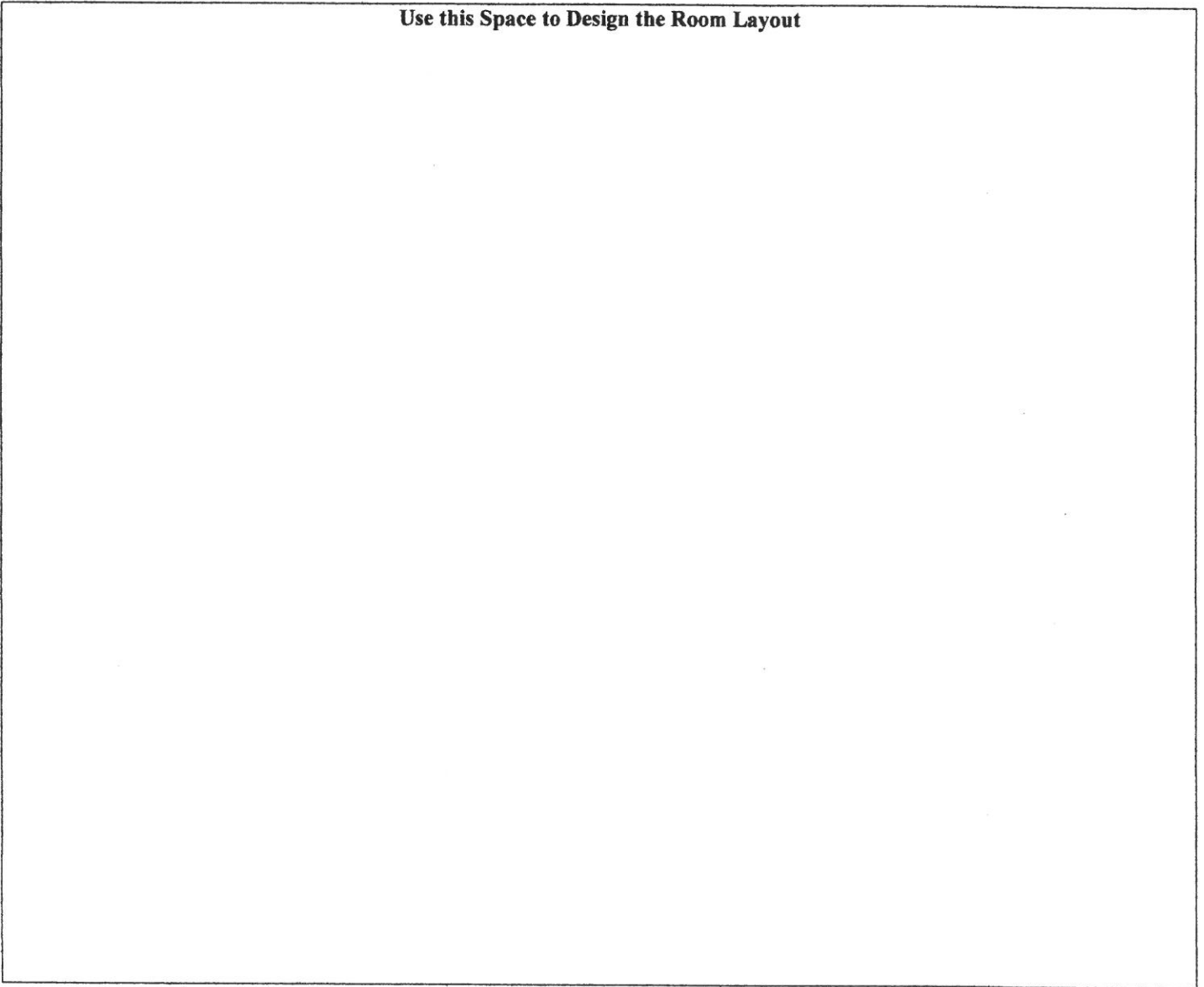
EVENT SETUP FORM

Room Requested _____

Event Date & Time _____

Group's Name _____

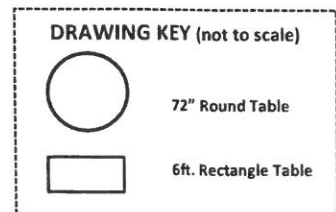
Use this Space to Design the Room Layout



Number of Chairs per Table
(9 maximum per round table/6 maximum per rectangular table) _____

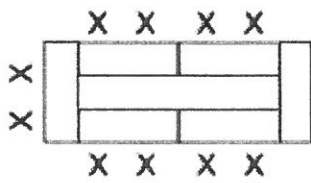
Number of People in this Room _____

Type of Event _____

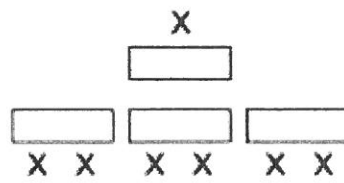


Available room setups.

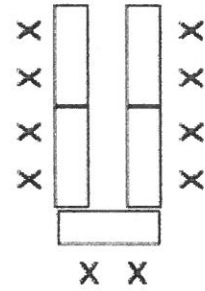
Open Square



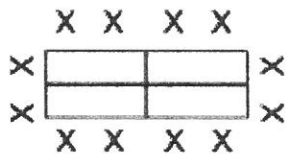
Classroom



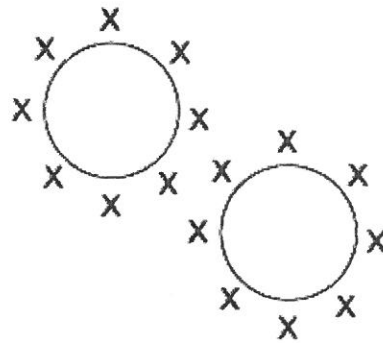
U-Shape



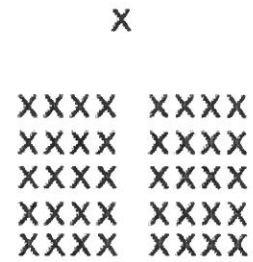
Closed Rectangle



Dining



Row Seating



Large Meeting Room Setup Options

| | |
|---|--|
| <p>Setup 1 2 tables up to 12 chairs</p> | <p>Setup 2 4 tables up to 18 chairs</p> |
| <p>Setup 3 6 tables up to 24 chairs</p> | <p>Setup 4 4 tables up to 16 chairs</p> |
| <p>Setup 5 6 tables up to 24 chairs</p> | <p>Setup 6 7 tables up to 24 chairs</p> |
| <p>Auditorium Setup 7 podium or table up to 80 chairs</p> | <p>Setup 8 up to 9 tables up to 24 chairs</p> |
| <p>Semi-circle Setup 9 podium or table up to 40 chairs</p> | <p>Setup 10 9 tables up to 27 chairs</p> |

