



Crossroads United Methodist Church

1420 North Main Street
P.O. Box 299
Washington, IL 61571
Phone: (309)444-2381
Fax: (309)444-9818
www.crossroads4all.org

Office Hours

Monday - Thursday
8:30 AM - 4:00 PM

Friday
8:30 AM - 1:00 PM

BUILDING/ROOM REQUEST

Today's Date _____ Date of Event _____

Event Description _____

Contact Person _____ Phone (h) _____

E-mail _____ (w) _____

Time of Event: _____ AM / PM to _____ AM / PM

Access Needed from: _____ AM / PM to _____ AM / PM

Is this a recurring event? _____ Yes _____ No Number of people expected _____

If yes, how often does this event occur? _____

Room(s) Requested _____

Resources needed:

DVD player	VCR	Video Camera	Sound System
Video Projector	Overhead Projector	Mic Stand	Portable P/A System
Screen	Hand Held Mic	Lapel Mic	Other _____

Is child care needed? _____ Yes _____ No

Note: Child care is provided at no cost on Thursday and Sunday nights only. If child care is needed on any other night, the cost is \$8.50 per hour for each child care provider.

If yes, please list the number of children and their ages. _____

Other special needs or specific set-up instructions: (draw a floor plan if necessary)

I have received and read the Church Building Use Policy (if applicable).

Signed _____

I have received and read the Crossroads UMC Child Protection Policy (if applicable).

Signed _____