

Broad Street UMC Room Request Form

Before announcing your event, this form must be completed and turned in to the church office at least four (4) weeks prior to your requested date.
Be sure to indicate whether food service will be required.

Meeting Day: Sun. Mon. Tues. Wed. Thurs. Fri. Sat. **Meeting Date:** _____

Room(s) Requested: _____

Purpose: _____

Group Name: _____ **Group Account to be charged:** _____

Time of Meeting: from _____ to _____ **Number of Persons Attending:** _____

Contact Person Name: _____ **Telephone #:** _____

Time to have Central Avenue doors unlocked? _____

Please note that if childcare is needed for Broad Street Church groups, You should contact Mary Ketchersid immediately.

ROOM SET UP

Can room be set up as ordinarily found? Yes _____ No _____

(If you answered no to the above question, please mark on back of sheet any needed table and chair arrangements, etc.)

Any additional equipment needed (i.e. audio-visual aids, etc.) _____

FOOD SERVICES (Broad Street Church Groups Only)

Number of persons to be served at meal? _____

Suggested Menu: _____

Serving Time: _____

Date of Approval _____ Approved By: _____

Event Name: _____ Event Date: _____

