

Facilities Use Request/Set-Up (BLUE SHEET)

Activity Name: _____ **Activity Date:** M T W TH F Sat Sun – ___ / ___ / ___

Recurring Dates: _____

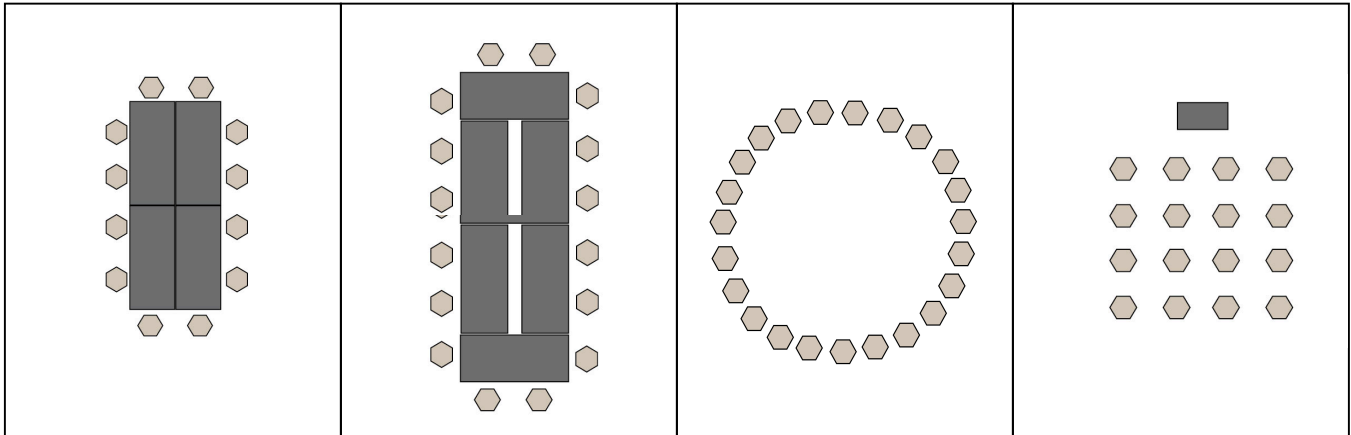
Start Time: _____ **End Time:** _____ **Set Up Time:** _____ **Take Down Time:** _____

Contact Person: _____ **Today's Date:** ___ / ___ / ___

Contact Phone and Email: (____)____-____ | _____
The leader/contact person is responsible for building entry and will receive the entry code when this sheet is submitted.

Number of People Expected: _____

For CLASSROOM space(s), please select a room layout (below): A _____ B _____ C _____ D _____



A (10-15 chairs)

B (15-20 chairs)

C (10-30 chairs)

D (30-50 chairs)

Each of our classrooms falls into one of these furniture layouts. Your space(s) will be assigned based on your selection.

NON-CLASSROOM space(s) needed: _____

- Sanctuary, Chapel, Fellowship Hall, Coffee Bar, Children’s Fellowship Hall, Library, Choir Room, Multipurpose Room, Joy Class Assembly, Future Kitchen or Parlor
- A fee of \$150 per section of the Fellowship Hall or Chapel is charged for Non-Church Related Events.
- Fellowship Hall, Children’s FH, or Multipurpose Room diagram on reverse

Special Equipment Requests

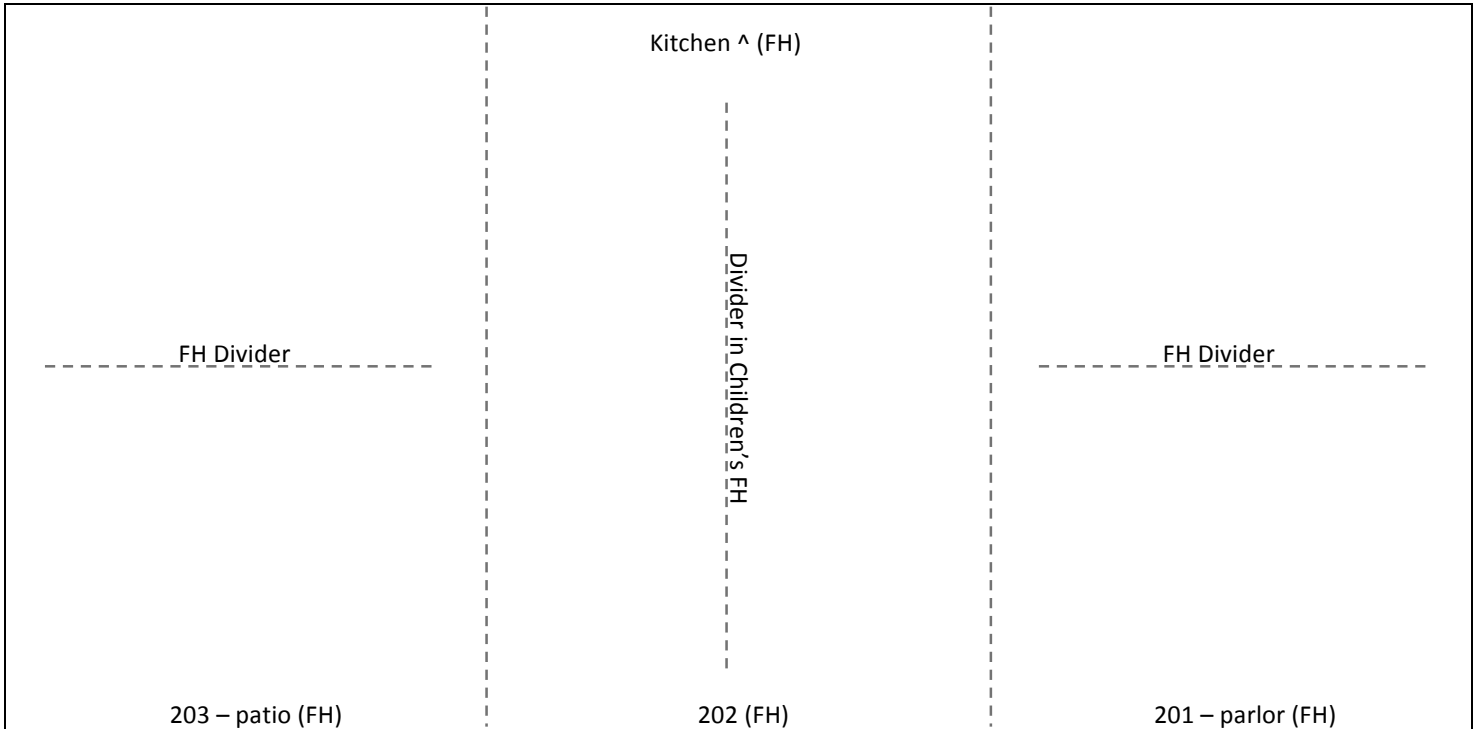
TV/VCR/DVD	Nursery care (requires two weeks’ notice)	Will you need a dishwasher?
AV consult	Photography	Food or tablecloths needed
Microphone	Building Access	Please contact the kitchen for kitchen needs: kitchen@hbumc.org
Podium	Designated parking	AV services fee and initial

Please submit this completed request to the church secretary. You will be notified upon approval.

Okay for Calendar Okay for Facilities Approved by staff

Diagram of Fellowship Hall (FH), Children's FH, or Multipurpose Room (MPR)

Please describe how you would like the Fellowship Hall/Children's FH/MPR to look, including location of tables, chairs, equipment, etc. You may choose from layouts A-D on the reverse or draw a different layout.



NOTE: All events in the Multipurpose Room REQUIRE the carpet floor covering with the exception of sporting events.

OTHER/NOTES/REQUESTS

IN HOUSE CHECKLIST (HBUMC STAFF ONLY):

- Contact person notified of Blue Sheet receipt and approval: _____
- Special Equipment requests calendared with event: _____
- FLOORING FOR MPR (all events except for sporting events): _____