

For office only – Please check one

Upcoming One-time Event
 Regular Scheduled Event
 Non-Profit Regular Scheduled Event

APPLICATION FOR BUILDING USE

CONTACT INFORMATION

Name of Organization or Event: _____

Contact Person: _____

Address: _____

Phone (home) _____ work _____ cell _____

email: _____

(Please indicate best method to reach you at i.e. text, work, home, etc.) _____

Date of Event: _____ or select day of weekly meeting:

Sunday Tuesday Friday Saturday
 Monday Wednesday Thursday

Time, including set-up and take-down time: _____

Approximate number of people attending _____

NATURE OF PROGRAM OR EVENT

Either write or attach a description. If you are non-profit, explain your service to the community and how it is supported (ie: voluntary, membership fee, certain administrators are paid, etc.).

Will you be charging a fee for those attending? _____ If so, how much? _____

FACILITIES REQUESTED

Fellowship Hall Library Sanctuary/Narthex
 Classroom Nursery

NOTE: TUMC requires a certificate of liability insurance per Building Use Guidelines.

When this application has been submitted and reviewed you will be contacted.