

Chelsea First United Methodist Church

Building Use Application

Date(s) Needed _____

Date of Application _____

If an ongoing event, list the day(s) of the week:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____

If an ongoing event, please indicate which week(s) of the month:

Every Week _____ 1st Week _____ 2nd Week _____ 3rd Week _____ 4th Week _____ 5th Week

Name of Organization/Group _____ Type: Profit _____ Non-Profit _____

EVENT: _____ Is this a church Activity? _____

If you would like it posted in the Path Finder (Church events only) or on the website, attach or email your information.

Contact Person: _____ Phone: _____

Address: _____ Email: _____

Number of people expected: _____ Time event is actually scheduled: _____

Time space is needed (including set up/take down) _____

Room/Area of the church required: SEE REVERSE SIDE FOR EQUIPMENT NEEDS AND ROOM SET-UP

Lower Level Conference Room	Upper Room	Sanctuary
	Grams Hall	*Kitchen
Chapel	Library	Class room #

Other rooms or areas: _____

**Note: A paid Kitchen Supervisor selected by the church is required to be on the premises during the time work takes place in the kitchen.*

Is Event Off Site ? _____ Where Event will be held: _____

Deposit Received (\$100.00) Yes _____ No _____ Date Received: _____ Not needed _____

(Deposit must be received 1 month prior to event, your deposit will be returned within a week after your event)

I have read and do fully understand the Building Use Policy of the Chelsea First United Methodist Church

Signature _____

Date _____

Kitchen Equipment Needs

If you are reserving the Kitchen, please indicate if any of the following will be used. Do you have the Food Service Committee contact information in order to make arrangements for a Kitchen Supervisor? Yes No

If an outside caterer is being used, please list their name and phone number _____

Refrigerator Storage - **dates needed (other than event day):** _____

Food set-up traying Ice machine Complete food preparation

Dishwasher and/or triple sink Table service/glasses

Warming ovens Stove/oven/fryer

Grams Hall

Coffee Service

boardroom style (chairs around large rectangular table # of chairs needed (estimated)

small group style (chairs around circular tables) # of tables needed # of chairs/table

traditional classroom style (head table with rows of chairs facing table)

Estimated # of chairs needed Preference: strait line or arc arrangement? (circle one)

OTHER: (Please write on a separate sheet of paper and attach diagram of how you need the room set-up.)

Classroom or other Room Set-Up & Furniture Needed:

boardroom style (chairs around large rectangular table # of chairs needed (estimated)

small group style (chairs around circular tables) # of tables needed # of chairs/table

Informal circle style (chairs in a circle around low, small coffee table # of chairs needed

traditional classroom style (head table with rows of chairs facing table)

Estimated # of chairs needed Preference: strait line or arc arrangement? (circle one)

OTHER: (Please write on a separate sheet of paper and attach diagram of how you need the room set-up.)

Equipment/Materials Needed:

VCR/monitor, & remote audio tape/CD player

DVD, monitor & remote newsprint pad & markers

white/chalk board & markers/chalk overhead projector

internet accessibility) computer, monitor & connection