

Westwood UMC Event Worksheet

This worksheet must be completed and submitted (preferably via email) at least 45 days prior to the event to the church office.

Information Requested

Please fill in the space provided below.

Contact Information:

Group or Individual requesting space:	
Phone/Alternate Phone:	
Email:	
Department/Group Leader:	

Event Information:

Event:	
Event Purpose:	
Department/Groups Involved:	
Event Date(s): If recurring, list start and end dates.	
Event Time (List start and end):	
Cost Per Person:	

Event Location:

(Please indicate Sanctuary, Lobby, Simpson Hall, Kitchen, etc.)

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Building Access:

(Please check one)

- I have access to the building (key)
 I will need access to the building

Setup: (Please check one)

(Please see standard setup model below)

- No setup required
 Setup #1 Setup #2 Setup #3 Setup #4
 Custom Setup (Please provide sketch at least 3 weeks ahead of event)

Technical Needs:

Sound Equipment and/or Visual Aids:

- Audio Recording Microphone Other (Please list)

Announcements:

(Please see Communications Checklist for publicity assistance)

- Bulletin Announcement Newsletter
 Website Other (Please list)

Announcement Text:

Please write your announcement the way you would like it to appear. Include all pertinent information.

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Miscellaneous:

Notes:

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Responsibilities for Building Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Garbage should be collected and in the garbage canister.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution.
3. Return all rooms used to their normal set up, including all tables, chairs, and any other equipment to their proper places.
4. Sweep floors and mop as needed.
5. Remove any items put up on the walls or set out in connection with your event.
6. If the building is not in use when finished, please check that all doors are locked, windows are closed, lights are off, and the building is locked up.
7. Cleaning supplies including stain remover, broom, dustpan, etc. are located in the building for your use.
8. If there have been any stains or damage to equipment or property, please promptly report this to the office.
9. Kitchen Guidelines: If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard (they are labeled for your convenience). Take all extra food and beverage with you unless specific plans for usage have been made. Any food that is left in the kitchen needs to be labeled including date and what it is to be used for. Wipe counters, clean sink, and sweep floor if needed and leave kitchen clean and ready for the next use.

Thank You for your co-operation in helping us with these guidelines. This will allow us to better serve the needs of everyone who uses the church. Please contact the office with any questions.

Special Information for Outside Groups:

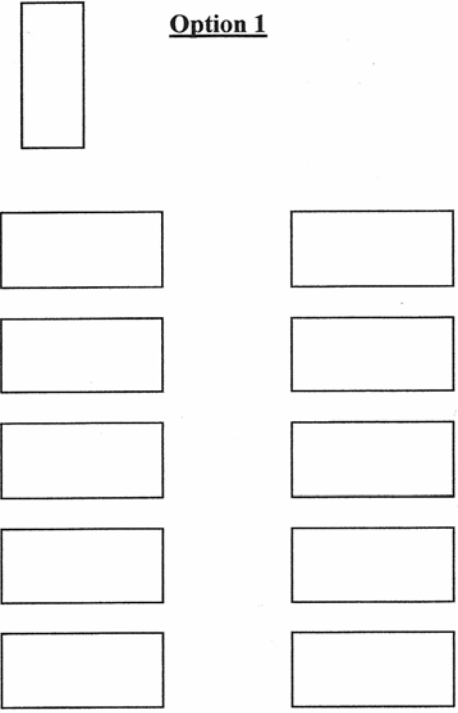
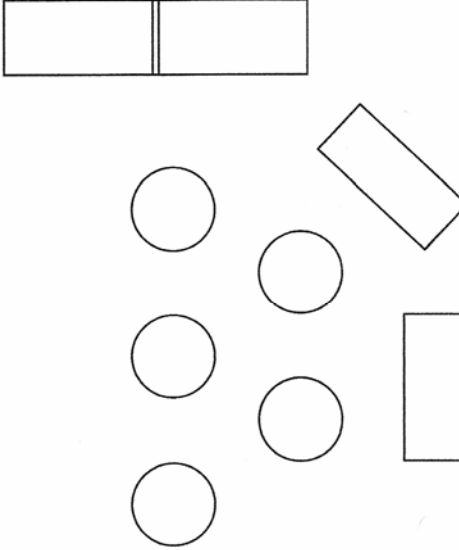
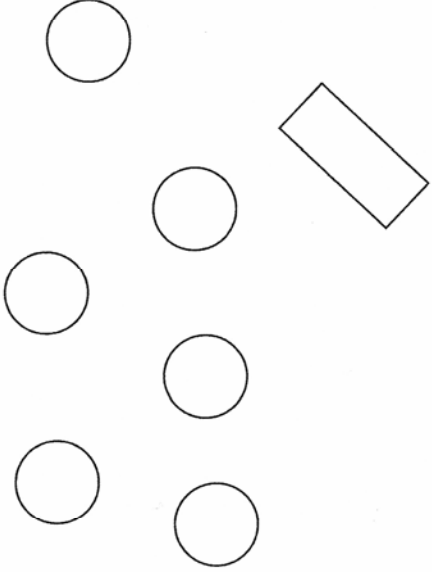
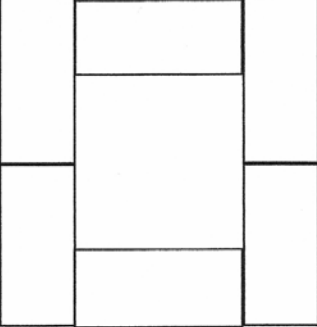
Please follow the Responsibilities after Building Use as shown above.

If you are preparing a meal, you must provide your own table service (paper products including plates, napkins, silverware, etc.) if needed.

Setups and tear downs required extra church expense. Donations are appreciated if you are able.

If you are hosting a non-regular meeting or special event requiring special setups, you may need to have a representative available during the setup to ensure accurate implementation.

Westwood United Methodist Church
Standard Set-Ups

<p><u>Option 1</u></p> 	<p><u>Option 2</u></p> 
<p><u>Option 3</u></p> 	<p><u>Option 4</u></p> 

If one of these options does not fit your needs, please provide a sketch of the set up that you would prefer.