

Building Use Form
Return form to Jennifer Potter at
jpotter@fumcrockwall.com

For Office Use:
Reservation # _____
Date: _____
Time: _____
Room: _____

The *COMPLETED* form is due in the church office seven (7-10) business days (any blanks and it will be returned) PRIOR to your event or it will be subject to decline.

Today's Date: _____

Building Use for:

☐ Planned Church Event

☐ Staff Event

☐ Other/Outside Event

*Must provide Certificate of
Liability of Insurance (\$1 million)
Rec'd _____ Date: _____*

Contact & Scheduling Information:

Person Responsible: _____

Cell: _____

Email: _____

Home: _____

Organization Name: _____

Event Name: _____ Purpose: _____

Event Date (s): _____

Start Time: _____ End Time: _____

*Church hours are Monday-Saturday,
8:00am-9:00pm*

Set up Start Time: _____ End Time: _____

*Sunday events must end by 6PM
(includes setup and take down)*

Facility Information: (see reverse side for rooms and descriptions)

of people: _____

Building: ☐A ☐B ☐C

Requested Room Number (s) &/or Type: _____

(all events are responsible for their own set up, unless special request is made)

Special Instructions:

☐Projector ☐DVD ☐Podium ☐Dry Marker Board

Outside events there may be a charge for use of projector, screens, and sound

Nursery (available for church events only):

Is a Nursery caregiver needed? ☐Yes ☐No

If YES, How many Children are Expected (no child over 3rd grade allowed in the Nursery): Bldg. B, Rm 111

☐1-5 Children

☐6-10 Children

☐10 or more Children

OFFICE USE ONLY:

APPROVED: _____ DIRECTOR OF ADMINISTRATION _____ STAFF _____ DATE

Effective: June 2025

<u>Bldg.</u>	Room number	Number of chairs/people	Room setup	D, T,P, WB
A	Narthex			
	Library	8	Conference table	WB
	Rm 109-Kitchen			
	Multi-Purpose 1,2,3,4	72+ extras	12 Round/6 chairs @ each	WB, P, D
	Rm 112 Open Door Worship Center	240		P
	Rm 130 Choir Rm	0	Bell Tables/Chairs	P, WB
	Room 210-A/208A	48 (10 extra)	Workshop (8 tables)	
	Rm 211	19 (8 extra)	Circle No tables	T, D, P, WB
	Rm 212	24	Square (8 tables)	T, D, WB
	Rm 213	20 (5 extra)	U-shaped (9 tables)	T, D, P, WB
	Rm 214	24 (10 extra)	Classroom (8 tables)	T, WB
	Rm 215	14 (10 extra)	3 Round Tables	T, WB
B	Rm 109	35 (3 extra)	Square (13 tables)	T, D, WB
	Rm 110A/B	24 (23 extra)	Square (11 tables)	T, D, WB
	Rm 117	59 (3 extra)	Classroom (20 tables)	T, D, P, WB
	Rm 118	24	Square (8 tables)	T, D, WB
	Rm 119	28	Circle (2 tables)	T, D, WB
	Rm 120	18 (27 extra)	Square (8 tables)	T, D, P, WB
	Rm 122-Prayer	11	Circle	
	Rm 121	15 (4 extra)	U-shape (6 tables)	T, D, P, WB
	Rm 123	27	Classroom (9 tables)	T, D, P, WB
	Rm 125	8 (5 extra)	Conference table	T, D, WB
	Rm 204-Jr. High	29 (Big Block Chairs)	No tables	WB
	Rm 206-Commons	160	Half Circle no tables	P
	Rm 207-Youth Gathering	0	Green Couches	
	Rm 209-Sr. High	40(Big Block Chairs)	No tables	
	Rm 214-Children	24	Small tables & chairs	
	Rm 215-Children	8	3 couches	
	Rm 216-Children	24	Small tables & chairs	
	Rm 217-Children	25	No tables	
	Rm 218-Big Room	0	No tables or chairs	
C	Rm 100 Sanctuary	900	Pews	P
TV=T	DVD=D	Podium=P	White Board=WB	