

Centennial United Methodist Church

Internal Program Request Form

1524 West County Road C-2, Roseville, MN 55113 / 2200 Hillside Ave., St. Paul, MN 55108 651-633-7644

Please complete this form if you are hosting a program at Centennial that requires set up, communication, and/or audio visual support. Return it to the office at least one week before the event. If you're reserving a space for a simple gathering/meeting that needs no special set up, simply email the Communications & Office Manager, amclintock@centennialumc.org

Facility Request

- Chairs and tables may be moved around in the space you have reserved to fit the needs of events, but they should all be put back to the way you found them once the event is over.
- The Facilities Coordinator is a part-time position and cannot set up and take down ALL events, therefore groups are asked to do this themselves if possible. If mobility is an issue, we can make accommodations to help with set up, detail that on this form. If you have questions, please email srohde@centennialumc.org
- Rooms are reserved on a first come first served basis; the only events that get priority over all other events are funerals. If you already know an event will take place, it's best to get the request in earlier.

Date of Request: _____ CUMC Site: Roseville campus _____ St. Anthony Park campus _____

Event Name: _____ Group/Organization Name: _____

Your Name: _____ Phone Number: _____

Email Address: _____

Event Contact Person (if different): _____ Phone Number: _____

Email Address: _____

Event Date: _____, 20____ Event Start/End Time: _____

Room Requested: _____ Number of people expected _____

If Fellowship Hall: # of Tables _____ # Chairs each table _____

If Linden Court: ☐ Extra Tables/Chairs Needed? Yes or No

Details _____

Do you need a key issued? Circle/highlight Yes or No

Do you need to be trained to turn on/off Heat/AC? Yes or No

Do you need to be trained to unlock/lock doors? Yes or No

Communications Requests are on the other side.

Communications Requests

Please check all the communication/promotional materials needed/desired by the Communications & Office Manager. Some of these requests can take more time than others. Be aware that depending on when this is turned in and what other projects are occurring at the church at the time, the Communications & Office Manager might not be able to fulfill all requests. The sooner this is turned in, the more likely all requests can be accommodated.

- ☐ Create a Poster (hung up at Roseville Campus)
- ☐ Create Flyers (to distribute off site or onsite)
- ☐ Social Media Graphic
- ☐ Create a Slide for SAP and Roseville Front Entrance
- ☐ Create a sign-up Sheet (please detail here) _____
- ☐ A/V Support (please detail here) _____
- ☐ Centennial News Announcement (submit through the online form or email Communications & Office Manager)
- ☐ Create a zoom link (for Asbury 1 only)
- ☐ Other : _____

Other Comments Can Be Written Here: