



Event & Calendar Request Form

Event Information

To reserve a space at the church, complete this form and email it to office@universitymethodist.org. In order to make sure that spaces in our church are not double booked, this form must be submitted and approved by the church office before you may use the church property for any event. If the date and space requested are available we will contact you to confirm your event, and your deposit will be due at that time. Please remember that your event is not considered "booked" until you have received confirmation from the church office and paid your deposit. Wedding policies, reservation information, and fees are available upon request.

EVENT TITLE: _____

LONG TERM RESERVATION: ___ NO ___ YES-Schedule: _____

EVENT DATE: _____ REHEARSAL DATE: _____

REHEARSAL SET UP BEGINS: _____ REHEARSAL BEGINS: _____ REHEARSAL ENDS: _____

EVENT SET UP BEGINS: _____ EVENT BEGINS: _____ EVENT ENDS: _____

APPROXIMATE NUMBERS: People participating: _____ Guests: _____

EVENT DESCRIPTION(Please provide a detailed timeline of your event): _____

EVENT CONTACT: _____ CONTACT NUMBERS: _____

CONTACT EMAIL(S): _____

ROOMS/ACCESS AREAS NEEDED FOR EVENT

(Please check all that apply)

- Sanctuary
- Chapel
- Fellowship Hall
- Fellowship Hallway/Access to Restrooms
- Trice Classrooms
- Courtyard
- Other: _____

EQUIPMENT NEEDED FOR EVENT

(Please check all that apply)

- Piano
 - *Organ
 - **Music Stands
(# of stands if needed _____)
 - Audio/Visual (See A/VI Addendum)
- (*Permission to use organ will be requested by UUMC staff.
**UUMC can make available 5 music stands for use)

OTHER NEEDS OR EQUIPMENT NOT LISTED :

OFFICE USE ONLY

Submitted: _____ Approved: _____
Total Fees: _____
Deposit Date: _____ Amount: _____
Balance Date: _____ Amount: _____

Facility Manager: _____
Contact Info: _____
Check #: _____
Check # _____

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ITEMS REQUESTOR IS RESPONSIBLE FOR BEFORE & AFTER EACH REHEARSAL/EVENT IS COMPLETE: *Note - The Choir rail is not to be moved for ANY event. All other furniture can be moved at the discretion of the facility manager.*

BEFORE:

1. Moving any furniture under the supervision of the facility manager.

AFTER:

2. Return all furniture back to the original arrangement under the supervision of the facility manager.
3. Remove all trash from the event space and trash cans.

SIGNATURE: _____

Fee Schedule

A member of the staff must be present (Facility Manager) for each event. Facility Managers are responsible for unlocking & locking the church buildings, ensuring the group they are overseeing has replaced all furniture moved, and space has been cleaned up. Facility Manager rate is \$50.00 for the first 3 hours, then \$25.00 for each additional hour per day.

Location	Group	Rehearsal	Facility manager, 3 Hours	Facility manager, Each hour over 3 Hours	Concert /Event	Facility manager, 3 Hours	Facility manager, Each hour over 3 Hours
Sanctuary	LSU Choirs/Singers	\$125	\$50	\$25	\$125	\$50	\$25
Sanctuary	LSU Student Recital/Recording	\$50	\$50	\$25	\$50	\$50	\$25
Sanctuary	High School /Outside Choir	\$125	\$50	\$25	\$125	\$50	\$25
Sanctuary	Piano Recitals / Non Music Events				\$200	\$50	\$25
Fellowship Hall (Kitchen not available)	Non Music Events				\$100	\$50	\$25
Chapel	Non Music Events				\$100	\$50	\$25
Trice Classrooms	Non Music Events				\$50		
Courtyard	Non Music Events				\$20		

I.E. Choir Concert With 2 rehearsals and Performance

Rehearsal 1	(2 hours)	Facility Manager	\$50.00	Space	\$125.00
+ Rehearsal 2	(4 hours)		\$75.00		\$125.00
+ Event	(3 hours)		\$50.00		\$125.00
Total			\$175.00	+	\$375.00 = \$550.00

Non Profit groups are subject to a separate fee schedule. The contact person for any non profit organization should contact the church directly for their fee schedule.

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Audio/Visual Addendum

Will you need technology to help present something for your event?

- Yes
- No

If so, what will you be presenting? (ex. Powerpoint presentation, video, etc.)

Do you need someone to actively run the sound system during your event?

- Yes
- No

Please check all sound system needs for your event based on which room you are renting. Each item listed is one available microphone in our system. For example, if you check both handheld microphones in the sanctuary, we will provide two microphones. If you only check one handheld microphone, we will provide only one.

SANCTUARY:

- Pulpit Microphone
- Lectern Microphone
- Handheld Microphone
- Handheld Microphone
- Background Music Playing. If so, what device will you use? (ex. Iphone, Android, computer) _____
- Live Musicians. If so, please list all instruments being used. (ex. 2 Guitars, 1 electric piano, 4 vocalists, etc.)

FELLOWSHIP HALL:

- Wireless Microphone
- Wireless Microphone
- Background Music Playing. If so, what device will you use? (ex. Iphone, Android, computer) _____
- Live Musicians. If so, please list all instruments being used. (ex. 2 Guitars, 1 electric piano, 4 vocalists, etc.)
