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## Event & Calendar Request Form

If you would like to book a room at the church, please fill out this form completely and email it to [calendar@universitymethodist.org](mailto:calendar@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. Once submitted, your request will be reviewed. If the date and space requested is 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.

EVENT TITLE: \_\_\_\_\_

LONG TERM RESERVATION: \_\_NO\_\_ YES-Schedule: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ REHEARSAL DATE: \_\_\_\_\_

TIME REHEARSAL SET UP BEGINS: \_\_\_\_\_ TIME REHEARSAL BEGINS: \_\_\_\_\_ TIME REHEARSAL ENDS: \_\_\_\_\_

TIME SET UP BEGINS: \_\_\_\_\_ TIME EVENT BEGINS: \_\_\_\_\_ TIME 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)	EQUIPMENT NEEDED FOR EVENT (Please check all that apply)	OTHER NEEDS OR EQUIPMENT NOT LISTED : _____
<input type="checkbox"/> Sanctuary <input type="checkbox"/> Chapel	<input type="checkbox"/> Piano <input type="checkbox"/> *Organ	_____ _____
<input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Fellowship Hallway/Access to Restrooms	<input type="checkbox"/> **Music Stands (# of stands if needed _____)	_____ _____
<input type="checkbox"/> Trice Classrooms <input type="checkbox"/> Courtyard	<input type="checkbox"/> Pulpit or Lectern Sound System ( *Permission to use organ will be requested by UUMC staff.	_____ _____
<input type="checkbox"/> Other: _____	**UUMC can make available 5 music stands for use)	_____ _____

### OFFICE USE ONLY

Submitted: \_\_\_\_\_ Approved: \_\_\_\_\_

Total Fees: \_\_\_\_\_

Deposit Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Balance Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Facility Manager: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Check #: \_\_\_\_\_

Check # \_\_\_\_\_

# Event & Calendar Request Form

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

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

Wedding Fees can be found in the Wedding Information Packet

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.