

First United Methodist Church - Round Rock

1004 N. Mays Street, PO Box 1448, Round Rock, TX 78680

Phone: 512-255-3336 † Fax: 512-341-8117 † Web: www.fumc-rr.org

Facilities Reservation Form

Event Date:	Expected Attendance:
Name of Event:	
Sponsoring Organization:	
Contact Information	
Name:	Home Phone:
Address:	Cell Phone:
City, State, ZIP:	Email:
Event Information	
Start Time:	End Time:
Amount of set-up time needed:	
Amount of clean-up time needed:	
Room(s) requested:	1 st Choice:
	2 nd Choice:
Equipment and Setup Information	
<i>Check those items that will be needed for this event:</i>	
<input type="checkbox"/> Coffee Maker	<input type="checkbox"/> Portable Sound System
<input type="checkbox"/> TV/DVD/VCR	<input type="checkbox"/> Multimedia Projector
<input type="checkbox"/> Projection Screen	<input type="checkbox"/> CD or Cassette Player
<input type="checkbox"/> Other (please list)	
<i>Please note:</i> Events using the full sound system in the Sanctuary or Family Life Center will require a paid, trained church technician to be present.	
<input type="checkbox"/> Special Setup - Please describe any special setup you require	

I/We have read and do accept the Building Use Policy of First United Methodist Church - Round Rock, TX and will abide by its requirements. I/We understand that in case of damage, I/we will forfeit the security deposit and be held responsible for any and all expenses incurred by First United Methodist Church to correct and repair the damage over and above the amount of the security deposit.

Signature	Date:
Signature	Date:

This section to be completed by the First United Methodist Church Staff.

Date entered on the church calendar:	By:		
Room fee:	Fee:		
Kitchen fee:	Fee:		
	Payment Received:	Date:	Check #
Security Deposit:	\$250.00		
Payment:			
Payment:			
Payment:			
Balance Due: must be paid in full 30 days prior to event			
Security Deposit Refunded:			