

First United Methodist Church Room and Equipment Reservation Form 535

535 Old San Francisco Road, Sunnyvale CA 408-769-0826 Fax 408-739-3380

Please fill out the Applicable Sections: Section 1 must be filled out for all requests.

Section #1--- Required Information	
Today's Date	Name of Event/Fundraiser
Contact Person Name	Contact Person Position in Organization
Contact Phone No.- Daytime	Contact Phone No.-Evening
Section #2 Table Needs on Sunday Mornings	
Date(s) tables needed	Number of Tables needed _____
Location of Tables	
Section #3 Event Information	
Event Description	Number of People expected
Church Event Yes No	Event Begin Date Event End Date
Community Event Yes No	Event Start Time Event End Time
Repetitive Event Yes No	Rehearsal Date(s)
Section #4 Room Information	
Number of rooms Needed	Room Preference (if any)
Furniture Needed	Kitchen Equipment Needed
Please use this section to explain any details	
Section #5 Childcare Information	
Childcare Needed Yes No	(Please see attached policy if yes) Childcare contact Name
Childcare Contact Phone No.-- Daytime	Childcare Contact Phone No.--Evening
Section #6 Sound/Multimedia Equipment Info.	
Microphones	Stands Handheld Remote
Soundboard Operator Needed Yes No	
Media Equipment	TV VCR/DVD Screen
Multimedia Operator Needed Yes No	Note: OUR OPERATORS ARE REQUIRED FOR USAGE OF PROJECTORS, LIGHTING AND SOUND NEEDS.

Please describe in detail sound, lighting staging, musical, audiovisual and any other services which we require assistance by of technical staff. A Technical Services staff fee may be added..

Do Not Write in this space

Staff Review

Approved _____ Denied _____ Conditions _____ Date Contact Person Notified _____

Charges

Room: Per Room _____ Number of Rooms _____ **Custodial:** Set up _____ Take Down/Clean up _____

Technical Services: Equipment _____ Labor _____ **Other Expenses** Describe _____

Total Cost of Event _____ **Deposit Received** _____ **Date** _____

Balance Paid _____ **Date** _____

Once you have completed this form, click the button below to submit this file via email. If you have trouble using the Submit Form button, simply save this pdf file to your computer and then send it to sunnyvaleumc@comcast.net as an email attachment. You can also save this .pdf file to your computer to finish and submit at a later date.