



Madison First United Methodist Church
NON-WEDDING FACILITY USAGE REQUEST FORM

Date of Last Revision: 5/2/2017

Name of Contact: _____ Organization Name: _____

Phone: _____ Email: _____

Event Name & Purpose: _____

Date Requested: _____ Time of Actual Event: _____

Time requested (including time needed for set-up and clean-up): _____

Number of Attendees Expected: _____

Are you a MFUMC Member? Yes No

Are you a MFUMC Affiliate? Yes No

(Affiliates are sanctioned churches, Christian groups, and MOCO school and community groups)

Facility, Set-Up, A/V Requested: (check all that apply)

Wesley Parking Lot

Asbury Parking Lot

Asbury Sanctuary (250 maximum capacity pews only)

A/V (see fee schedule) (we do cannot support MAC files or devices)

Microphone(s)

CD

Power Point/Slide Show

DVD

Jump Drive/IPOD

Other _____

Comments _____

Asbury Gathering Space (85 maximum capacity chairs or standing)

SET-UP (see fee schedule)

Standing Only

Other _____

Chairs

Comments _____

A/V (see fee schedule) (we do cannot support MAC files or devices)

Microphone(s)

CD

Power Point/Slide Show

DVD

Jump Drive/IPOD

Other _____

Comments _____

Epworth Youth Center (125 maximum capacity chairs only; 96 maximum capacity tables and chairs) (rental includes Epworth Kitchen)

SET-UP (see fee schedule)

Chairs Only Other _____

Chairs and Tables

Comments _____

A/V (see fee schedule) (we do not support MAC files or devices)

Microphone(s) CD

Power Point/Slide Show DVD

Jump Drive/IPOD Other _____

Comments _____

Wesley Worship Center (430 maximum capacity chairs only; 280 maximum capacity tables and chairs) (rental does not include kitchen)

SET-UP (see fee schedule)

Chairs Only Other _____

Chairs and Tables

Comments _____

A/V (see fee schedule) (we do not support MAC files or devices)

Microphone(s) CD

Power Point/Slide Show DVD

Jump Drive/IPOD Other _____

Comments _____

Wesley Kitchen

Comments _____

◆ All Facility Usage Requests Forms must be approved before events can be scheduled.

◆ All bookings require a signed Facility Usage Policy to confirm your request.

For Office Use Only

Date received: _____ Date contacted: _____ Date Approved: _____

Notes: