

Jamestown United Methodist Church Space Request

Thank you for wanting Jamestown United Methodist to host your event! Please fill out the form below in its entirety, save it, then email it to jumc@jumc.org. We will get back to you as soon as possible regarding whether we can accommodate you.

Contact Information

Name: _____ Phone Number: _____
Email Address: _____

Event Contact Information

Please only fill out the portion below if the event contact is not yourself

Name: _____ Phone Number: _____
Email Address: _____

Event Details

Event Name: _____

Description of Event:

Date of Event (Please include all dates needed if it's a recurring event): _____

Event Category (Select One):

Meeting

Reception

Meal

Wedding

Other: _____

Event Set-Up Time (Give time of day not length of time): _____

Event Start Time (Give time of day not length of time): _____

Event End Time (Give time of day not length of time): _____

Event Breakdown Time (Give time of day not length of time): _____ ***must be by**

9:00pm for all events*

Space(s) Requested:

Fellowship Hall meal style = 96 **OR** lecture style = 192

Rooks Room (101) meal style = 32, lecture style = 52 **OR** conference style = 20

Library (conference style = 13)

Youth Room sofas in square = 18 **OR** conference style in square = 16

Room 200 *must take stairs to access room* (conference style square = 16)

Room 201/203 *must take stairs to access room* (conference style square = 16)

Room 119/121 (Fortney) (lecture style = 87)

Welcome Center (coffee house setting = 13)

Kitchen

Other: _____

Comments Regarding Event Space:

Specials Requested:

Classroom TV/DVD Cart

Sanctuary Sound System

Fellowship Hall Projection Screen

Other: _____

Comments Regarding Specials Requested:

Expected Number of Attendees: _____

Agreements

I agree to any fees to hold my event that could include but are not limited to Building Use and Key Deposit

Yes, I agree

No, I do not agree

Only reusable kitchenware is available for non-church related group use.

Church-owned supplies of consumables including paper plates, cups, utensils, paper towels, etc. are for church function only. Ice may be used by outside groups *if* it is available in the ice machine. The church is not responsible for the lack of ice due to machine malfunction or use by an earlier group or church function. The Event Organizer is responsible for: 1.) Cleaning all used kitchenware and returning it to its proper storage space. 2.) The general cleaning of the kitchen, if used. No appliances, cookware, dishes, or serving pieces are to be removed from the kitchen/Fellowship hall area. In case of damages, JUMC will repair/replace as necessary and bill the group. All food, drink, etc. brought in by the group must be removed from the premises at the end of the event.

I have read and agree to the above

I do not agree to the above

I understand that JUMC is not responsible for any lost or stolen items

Yes, I understand

No

I understand that I am required to sign a Hold Harmless Agreement (provided by the JUMC Event Organizer after event approval) in order to schedule an event on JUMC's campus if I am a member of an outside group

Yes, I understand

No

I understand that filling out this form does **NOT** guarantee my reservation. All reservations will be followed by an email from JUMC's event organizer stating whether or not we can accommodate your request.

Yes, I understand

No