

Shepherd of the Hills UMC
Room and Equipment Reservation Request Form

Today's Date: _____

Event _____ **for year** _____ (use 1 form per calendar year)

Event meets (please circle day of week): SUN MON TUES WEDS THURS FRI SAT

Event meets (please circle): 1 time weekly bi-monthly monthly other _____

Time Event Starts _____ **Time Event Ends** _____

Please enter date(s) behind selected months.

JAN _____	APR _____	JUL _____	OCT _____
FEB _____	MAY _____	AUG _____	NOV _____
MAR _____	JUN _____	SEP _____	DEC _____

Room(s) to reserve:

_____ Bell Choir Room	_____ Fellowship Hall Lobby
_____ Chapel	_____ Fellowship Hall Meeting Room
_____ Chapel Gathering Room	_____ Kitchen - Cooking ___ Yes ___ No
_____ Choir Room	_____ Narthex
_____ Columbarium	_____ Prayer Room
_____ Conference Room	_____ Sacristy
_____ Courtyard	_____ Sanctuary
_____ Fellowship Hall	

For Hybrid Zoom Meeting
(meeting in-person at church AND by Zoom at the same time)

Please check this box.

The laptop will be set up and ready for the scheduled meeting time.

For equipment needs and set up instructions, please complete the other side of this form. 

I will be responsible and leave the building and grounds in the same condition or better than I found it.

Please turn off lights and any equipment used for your event.

Contact Person _____ **Phone** _____

Office Use Only:

Desk Calendar _____ **Online Calendar** _____ **Book** _____ **Shawn** _____

CATERER: _____ (INSURANCE CERTIFICATE is required for caterer.
 If grills are to be used outside, cardboard MUST BE PLACED on sidewalk and pavement to
 prevent grease stains.)
 Coffee Urns Assistance (turn on at what time _____)

Set Up for Event: Date _____ Start _____ End _____

Equipment Needs: (Write quantity needed)

Tables:

8' Long Tables	# of tables _____	# of chairs _____
5' Round Tables	# of tables _____	# of chairs _____
6' Long Tables	# of tables _____	# of chairs _____
Card Tables	# of tables _____	# of chairs _____
Chairs Only		# of chairs _____
Tables Only	# of tables _____	and size if different _____

Microphones: How many hand held _____
 Lectern microphone Yes _____ No _____
 Podium needed Yes _____ No _____

Sound System: Need help with Sound/projection equipment Yes _____ No _____
 Sound tech required in Sanctuary Yes _____ No _____
 Sound tech required in Chapel Yes _____ No _____

Television Yes _____ No _____

PowerPoint Projector for DVD _____ Flash Drive _____ Laptop _____

Screens: F/Hall _____ Portable Screen _____ FH Meeting Room _____ Choir Room _____

Room Dividers/Panels: How many? _____ Stage Curtain: Open _____ Closed _____

Easels: Large floor standing _____ Small table top _____ Flip Chart _____ White Board _____

Other: _____

*** PLEASE DRAW DIAGRAM BELOW TO SHOW SET UP. ***

