



Concord Trinity United Methodist Church Calendar/Building Request for Church Event or Activity

Telephone (314) 842-2060

FAX (314) 842-4654

(Please complete all areas that apply and return to the church office to secure your event on the church calendar.)

This event is:

New

Changed

Canceled

Room Request:

Fellowship Hall

Fellowship Hall Kitchen

Trinity Hall

Trinity Hall Kitchen

Sanctuary

Classroom

Other

None, Off-site at

Equipment Needs:

Basketball Nets

Volleyball Nets

Scoreboard

Dishwasher

Oven

Warming Table

Easel

Podium

Projector

Sound System

TV/DVD

White Board

Other

Today's Date _____ Committee/Group _____

Contact Person _____ Phone _____

Name of Activity/Event _____

Start Time of Event _____ End Time of Event _____

This event occurs once on this date: _____

This event occurs once a week. Beginning Date: _____

Ending Date: _____

This event occurs once a month. Beginning Date: _____

Ending Date: _____

This event occurs on these dates: _____

Setup and Teardown of Tables and Chairs:

I'll need: _____ chairs _____ round tables _____ rectangular tables

The committee/group will do their own setup and teardown.

Time Needed for Setup _____ Time Needed for Teardown _____

I want the setup and teardown to be done for our committee/group.

(We will need to have a diagram of your floor plan on the back of this form for setup.)

Nursery Care: (All nursery requests must be made 2 weeks in advance of event.)

I am requesting nursery care for this event. Please include the number of children and their ages if known.

Number of children _____ Ages of children _____

(Your reservation will be added to the nursery schedule. In the event of inclement weather, nursery care will be canceled if either the Lindbergh or Mehlville School District is closed.)

Electronic Sign

I would like this event advertised on the electronic sign:

Beginning Date: _____ Ending Date: _____

During the following time slot: 6:00 am - 10:00 am

10:00 am - 4:00 pm

4:00 pm - 12:00 am

Message on Sign: _____

Copies:	Building	Nursery	Children's Ministry	Electronic Sign	Originator
This event was added to the church calendar on _____ by _____					

(over)

Please follow the steps below to ensure your requests are met.

1. Check your potential dates on our online calendar at www.concordtrinity.org. The online calendar will have the most up-to-date schedule. If you see no conflicts, you then can submit your calendar/building request to the church office directly on the Calendar Request page on our website or on a Calendar/Building Request form.
 2. Submit your request form to the church office as soon as you know your dates and times. **Verbal communication is not sufficient as confirmation in securing space and/or dates.** Be sure to fill in all the information that applies on the form.
 3. Once the church office receives your dated application, it will be placed on the church calendar if there are no conflicts; and you will receive a confirmation copy of your application.
- Groups using the building, grounds, or equipment are expected to exercise the utmost care in its use.
 - Please use only the space or room you have requested unless otherwise notified. Additional space may not be prepared for your group or may have been previously scheduled for someone else.
 - Groups will provide adequate supervision of persons participating in the activities of their group or organization. Activities and behavior should be in a manner befitting the church and its surroundings.
 - Special requests for specific equipment or setup arrangements must be made in advance on the calendar/building request form. A diagram with the floor plan drawn below must be provided if you want your area to be setup for you.
 - If you and/or your group are doing your own setup and teardown, please make sure that the space and any equipment used are clean when you are done using it.
 - Alcohol is not allowed on the church premises. Smoking is not permitted anywhere inside the church building.

Diagram of Your Room Setup: (Please include reference points such as windows, another room, etc.)