



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

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** _____

Start Time of Set-up _____ **End Time of Clean-up** _____

- This event occurs once on this date _____
- This event occurs each week on this day of the week _____
Beginning Date _____ Ending Date _____
- This event occurs on the _____ each month.
Beginning Date _____ Ending Date _____
- This event occurs on these dates: _____

Tables and Chairs

The event will need this quantity of chairs _____, round tables _____,
and/or rectangular tables _____.

You are responsible for your own setup and cleanup.

Nursery Care

- I am requesting nursery care for this event. (All nursery requests must be made 2 weeks in advance of the event.)
Please include the number of children and their ages if known.
Number of children _____ Ages of children _____
- I am canceling nursery care for this event.

(over)

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

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

1. You 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. 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. You will receive a confirmation copy of your application once it has been approved. **Do not assume that the event has been approved until you receive a confirmation.**
- 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.
 - No propping of building entrance doors is allowed. During non-office hours, please have someone man the doors to let everyone.
 - Special requests for specific equipment must be made in advance on the calendar/building request form.
 - Please make sure that the space and any equipment used are clean when you are done using it.
 - Alcohol and drugs are not allowed on the church premises. Smoking is not permitted anywhere inside the church building.