San Luis Obispo United Methodist Church
Room Reservation Form
Church Function

Day(s)/Date(s) of event _____
Is this a one-time event? yes _____ no _____
If this is an ongoing event, please specify dates/frequency: _____
Church group and/or event name_____
Name of person reserving room _____
E-mail _____ Phone_____ Cell phone_____
Room(s) to be used _____
Number of people expected_____
Time of Event:_____
Setup Start Time Event Start Time Event End Time Clean up End Time

VERY IMPORTANT: Setup plans for any room that you use must be submitted with this form in order for your event to be scheduled on the church calendar. A minimum of two weeks advance notice is required for use. Use the form(s) to draw the way you want the room(s) arranged (ie: tables, chairs etc.). If you decide to set the room up yourself, *PLEASE put it back the way it was when you arrived*, as it may be already set for another group.

Setup form attached _____ **OR** We will do our own setup and return the room to its original condition_____

Serving food/refreshments? yes _____ no _____
Will the kitchen be used? yes _____ no _____
If yes, please explain extent of use/list caterer name (including if self-catered): _____
(If the kitchen is to be used for anything other than getting water, it is necessary to contact the office and work with the Event Coordinator or a Kitchen Coordinator. There may be a cost involved.)

Child care needed? yes _____ no _____
It is State policy that only our caregivers can be used in the Nursery if people other than parents are in there caring for only their own children. Contact the church administrative assistant if you need this service and she will have our Nursery supervisor contact you with information about cost and service.

Charging admission or taking donations? yes _____ no _____ (If yes, please explain) _____
_____

Key needed or help getting into the room(s)? yes _____ no _____

Audio/visual technician needed? yes _____ no _____
(In order to have microphones and lights in the Sanctuary, an A/V tech is required. If a technician is needed, it may cost your group for these services. The Event Coordinator can assist you with this information. Be sure to contact the office about it.)

If you need to make changes to any of the above, please contact the church office at 543-7580 as soon as possible.

Today's date_____

Office Use Only:
Event Approved: _____ Event Calendared: _____ Custodial Staff Notified: _____
Additional Staff Secured: _____
Notes: