

MINNETONKA UNITED METHODIST CHURCH

BUILDING USE REQUEST

Please fill out the following form and submit it to Michelle Schober in the office. Request can be emailed to michelle.schober@minnetonkaumc.org. If there is a conflict on the master calendar with the date and time that you have requested, the office will notify you. Otherwise, your date will be added to the master calendar. Thank you!

Committee/Group making the request:

EVENT:

Date : _____ Time: _____

Room: ___ Fellowship Hall ___ Adult Studies Rm ___ Lobby ___ Conference Rm
 ___ Sanctuary ___ Main Kitchen ___ Multipurpose Rm (downstairs)
 ___ Other _____

Is this a recurring meeting? _____ Where do you meet? _____

SET UP:

If set up time is need before the event when do you need the space:

Date: _____ Time: _____

Room: ___ Fellowship Hall ___ Adult Studies Rm ___ Lobby ___ Conference Rm
 ___ Sanctuary ___ Main Kitchen ___ Multipurpose Rm (downstairs)
 ___ Other _____

Tear down: When will it be dismantled? Date: _____ Time: _____

Special requests (equipment, tables...etc): _____

How many people do you expect: _____

Name of person requesting use: _____

Phone number: _____

Email: _____

Please remember that when you use the building you are responsible for picking up your space before you leave, turning out the lights and locking the doors. Your group is responsible for following the waste recycling process utilized at MUMC. Please refer to the brochure: Sustaining Our Earth: A Guide to Sorting Waste at MUMC.