

## Room/Event Reservation Request

Today's Date: \_\_\_\_\_

Name of Group or Organization: \_\_\_\_\_

Name of Contact Person\*: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**\* Contact person is responsible for all clean-up after event. Trash should be put in the dumpster and all tables wiped clean. Depending on next scheduled use of the room, further set-up or takedown may be necessary.**

Address: \_\_\_\_\_

Telephone Number: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Name (or Purpose) of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time Group will require for Setup/Cleanup: \_\_\_\_\_ **Must be out of facility by 10:00pm.**

Time of Event: \_\_\_\_\_ / \_\_\_\_\_ Number of People Expected to Attend: \_\_\_\_\_  
Start Finish

(Note: All reservations **must** have a start time and an end time. Give us the latest possible time you will be finished.)

Room(s) Requested: 1st Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_

Key/Key Code Needed: \_\_\_\_\_ Yes \_\_\_\_\_ No **(Contact person is responsible for obtaining a key or a keypad code during normal office hours prior to the event.)**

Thermostat Setting Requested: \_\_\_\_\_ (We will try to accommodate your request depending on staff availability and what other events are scheduled for the area.)

Equipment/furniture needed): \_\_\_\_\_

Special Instructions\*\*: \_\_\_\_\_

Depending on when your event takes place, it may be necessary for you to set up the room(s) you are using for the next regularly scheduled event (such as a Sunday School class set-up). If, at any time up until two weeks prior to your event, we have a conflict with rooms/events, we may ask you to reschedule or change rooms. **We will not cancel or change your reservation without prior notice.**

Please send completed form to: St. Stephen United Methodist Church, Attn: Program Secretary  
6800 Sardis Road  
Charlotte, NC 28270  
704-364-1824 704-364-0014 (fax)

We do not have custodial assistance for room set up and tear down. All groups using the facility must do their own room set up and either restore the room to its standard set up or set the room up for the next regularly scheduled church event. Unless you receive different instructions, you should leave the room as you found it.