

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 take-down 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 key or key-pad code during normal office hours prior to the event.)**

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

Set up Instructions** (incl. equipment 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)

Requests for custodial assistance, set up requests, and special instructions are handled on the basis of staff availability. We **do not have any custodial assistance available on the weekends and some limited times during the week. Confirmation of a room/event request does not guarantee custodial assistance. If assistance is requested, we will advise the Contact Person listed above if staff is available. For outside groups, an additional fee may apply.