

**BUILDING USE REQUEST**

**North Broadway United Methodist Church**

48 E. North Broadway – Columbus OH 43214

Phone 614-268-8626 Fax 614-268-2115

www.north-broadway.org (calendar available online)

**For Staff Use**

Date of Event \_\_\_\_\_

Room assigned \_\_\_\_\_

Copy to: \_\_\_\_\_ Set up Staff

\_\_\_\_\_ Kitchen Committee \_\_\_\_\_ Child Care

\_\_\_\_\_ Other \_\_\_\_\_

Please submit to Terese Loudner at least 1 week prior to event

Event \_\_\_\_\_

Your Name \_\_\_\_\_

Your Phone \_\_\_\_\_ Your e-mail \_\_\_\_\_ Date of request \_\_\_\_\_

Your group or organization \_\_\_\_\_

Single Event: Date \_\_\_\_\_ Time (begin) \_\_\_\_\_ until (end) \_\_\_\_\_

Regularly Scheduled Event: Day \_\_\_\_\_ Time (begin) \_\_\_\_\_ until (end) \_\_\_\_\_

Beginning date to place on calendar \_\_\_\_\_ Ending date to discontinue on calendar \_\_\_\_\_

How many people will attend? \_\_\_\_\_

What room/type of space are you requesting? \_\_\_\_\_

**Please check all that you will require. Resources not requested on this form may not be available. If you have a guest presenter, please verify their needs in advance.**

\_\_\_\_\_ Tables (indicate quantity) \_\_\_\_\_ round \_\_\_\_\_ rectangular

\_\_\_\_\_ Chairs how many? \_\_\_\_\_

**Please diagram on the back of this sheet how you would like tables and chairs arranged; if requesting multiple rooms, please provide a diagram for each space you will be using.**

\_\_\_\_\_ Media Projector (Please bring your own laptop) \_\_\_\_\_ Sound for Media Projector

\_\_\_\_\_ Microphone for speaker \_\_\_\_\_ Podium for speaker

\_\_\_\_\_ DVD player \_\_\_\_\_ VCR \_\_\_\_\_ CD Player

\_\_\_\_\_ Flip Chart and Markers \_\_\_\_\_ Dry Erase Pens/Eraser \_\_\_\_\_ Easel(s)

\_\_\_\_\_ Internet Access (limited availability, must arrange in advance)

Other requests \_\_\_\_\_

Do you need to arrange for child care? \_\_\_\_\_ Yes \_\_\_\_\_ No

*All Child care must meet North Broadway's Safe Sanctuary Requirements*

Are you serving food? \_\_\_\_\_ Yes \_\_\_\_\_ No Beverages? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, is it \_\_\_\_\_ Catered ? \_\_\_\_\_ Potluck? \_\_\_\_\_ to be prepared by NBC Kitchen Committee?

Do you require use of a kitchen? \_\_\_\_\_ Yes \_\_\_\_\_ No

I have read and agree to the attached Building Usage Guidelines:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_