

**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

Other \_\_\_\_\_

**Please submit to Terese Loudner at least 3 weeks prior to event**

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

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

Your Phone \_\_\_\_\_ Your e-mail \_\_\_\_\_

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

Single Event: Date \_\_\_\_\_

Setup Time \_\_\_\_\_ Event Time (begin) \_\_\_\_\_ until (end) \_\_\_\_\_

Regularly Scheduled Event: Day \_\_\_\_\_ Weekly \_\_\_ Monthly \_\_\_\_\_ Date it ends \_\_\_\_\_

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 \_\_\_\_\_ Easel(s)

\_\_\_\_\_ Microphone for speaker \_\_\_\_\_ Podium for speaker \_\_\_\_\_ TV/DVD player

\_\_\_\_\_ 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 Maybe additional cost.*

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

Is this a fundraiser? \_\_\_ Yes \_\_\_ No If yes, what are the funds being used for? \_\_\_\_\_

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

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

Building Use Fee \_\_\_\_\_ Paid by \_\_\_\_\_ Date paid \_\_\_\_\_