

Dexter United Methodist Church

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 Phone: (734) 426-8480 email: secretary@dexterumc.org

Ministry Room Use

For Non-Rental Building or Room Usage

< For office use only >

Date/Day: _____

Time: _____

Bldg. & Rm.: _____

Ongoing, _____ to _____

Name: <input type="checkbox"/> I am a current Dexter UMC Member		Group: Cell Connection: _____	
Address: _____			
Phone (Day): _____ Phone (Evening): _____		E-mail: _____ Fax: _____	
Brief Description of Event: (note below the time your event <u>actually begins</u> , to insure correct recording in our calendar)			
Date of Event: _____ Event Set-up Time: _____ <input type="checkbox"/> Ongoing (dates): _____		Meeting Begins: _____ Meeting Ends: _____ Clean-up & Departure by: _____	
Preferred Location: <input type="checkbox"/> Ed. Bldg. <input type="checkbox"/> Newkirk Hall <input type="checkbox"/> Sanctuary <input type="checkbox"/> Atrium All available rooms & areas are listed on the next page. Please complete this portion as well, so we know how your meeting or event may impact other meetings, ministries or the daily operations at Dexter UMC. Thank you! (FYI – The FIREPLACE in Newkirk Hall is no longer safe to use.)			
Every Group is responsible for their own disposable kitchen supplies, set-up & should be prepared to do all the clean-up following their meeting or event. Please return room to original set up, remove your rubbish items to the bin outside the kitchen. Thank you.		Number of Adults: _____ Number of Youth/Children: _____	
* Most classrooms (Ed. Bldg.) are equipped with tables & chairs. <u>If you move chairs</u> from another room to accommodate your group, please remember to <u>return them before departing</u> . Thank you.		Please note: Any and all use of equipment must be approved prior to event. [Microphones & Sound, AV, Instruments, Organ, Piano, etc.]	

Through submission of this form, we recognize the church is not liable for injuries sustained during our meeting/event.

Added to Dexter UMC Calendar by _____ Date: _____

* If not already there, tables & chairs must be set up and taken down by group using the facility. Thank you. **8-Jun-10**
NOTE: Non-ministry events requesting Newkirk Hall or the Sanctuary are booked no more than 2 months in advance, beginning the 1st business day of each month. On Sundays in December, only ministry sponsored events are scheduled in Newkirk Hall.

Our buildings and campus host a number of ministry meetings each week, as well those of scouts and community groups. In addition, our pastors and staff must carry out the daily business operations of the Dexter United Methodist Church. To better understand the impact your event will have on the schedules of others using our buildings, **please check all areas you hope to use for your event.** Your information will be shared during our weekly staff meeting. Once approved or amended, a copy of this form will be returned to you for your records.

EDUCATION BUILDING

MAIN FLOOR

DURATION of use: _____
(Include set-up to clean-up)

- Nursery Library Office _____
- Hallway(s) _____ Chapel (*use is limited, its primary purpose is for prayer & reflection*)

2nd FLOOR

DURATION of use: _____
(Include set-up to clean-up)

- 220/221 218/219 216/217
- 203/204 205 206 207
- 202
- Hallway(s) _____

LOWER LEVEL

DURATION of use: _____
(Include set-up to clean-up)

- B-018/019 B-016/017 B-015
- B-03/04
- Hallway(s) _____

NEWKIRK HALL; DURATION of use: _____

KITCHEN; DURATION of use: _____

ATRIUM; DURATION of use: _____

SANCTUARY; DURATION of use: _____

CAMPUS AREA – out-of-doors; DURATION of use: _____

PARKING LOT – out-of-doors; DURATION of use: _____

OTHER IMPACTS the pastors & staff should be aware of? _____

APPROVED – please keep all exits clear and open for safe departure, should an emergency arise. Thank you.

AMENDED _____

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