

# Dexter United Methodist Church

7643 Huron River Drive, Dexter, Michigan 48130  
 Phone: (734) 426-8480 email: [secretary@dexterumc.org](mailto:secretary@dexterumc.org)

## Sponsored Room Use

For Non-Rental Room Use by Scout Groups

< For office use only >

Date/Day: \_\_\_\_\_

Time: \_\_\_\_\_

Bldg. & Rm.: \_\_\_\_\_

Ongoing, \_\_\_\_\_ to \_\_\_\_\_

Name:

I am a current Dexter UMC Member

Boy Scout Pack: \_\_\_\_\_ Den: \_\_\_\_\_

Charter Org.: \_\_\_\_\_ Rank: \_\_\_\_\_

Girl Scouts Troop #: \_\_\_\_\_

Address:

Phone (Day):

E-mail:

Phone (Evening):

Fax:

**Brief Description of Event:** (note below the time your event actually begins, to insure correct recording in our calendar)

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

Meeting Begins: \_\_\_\_\_

Event Set-up Time: \_\_\_\_\_

Meeting Ends: \_\_\_\_\_

Ongoing (dates): \_\_\_\_\_

Clean-up & Departure by: \_\_\_\_\_

**Preferred Location:**  Ed. Bldg.  Newkirk Hall  Sanctuary  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. If you move chairs from another room to accommodate your group, please remember to return them before departing. 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.

9-Jun-10

**NOTE:** Non-ministry events requesting Newkirk Hall or the Sanctuary are booked no more than 2 months in advance, beginning the 1<sup>st</sup> 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)

- Library (occasional use by adult groups)
- Hallway(s) \_\_\_\_\_  Chapel (*use is limited, its primary purpose is for prayer & reflection*)

**2<sup>nd</sup> FLOOR**

**DURATION of use:** \_\_\_\_\_  
(Include set-up to clean-up)

- 218/219  220/221
- Hallway(s) \_\_\_\_\_

**LOWER LEVEL**

**DURATION of use:** \_\_\_\_\_  
(Include set-up to clean-up)

- 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** \_\_\_\_\_  
\_\_\_\_\_

**FOR BOARD OF TRUSTEES, to be completed by reoccurring non-profit group**

**BOY SCOUT GROUPS**

Troop Number: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Meeting Night: \_\_\_\_\_ Frequency: \_\_\_\_\_ Length (ex. Sep - May): \_\_\_\_\_

Room Assignment: \_\_\_\_\_ # of Scouts registered: \_\_\_\_\_ Level (ex. Tiger, Cub, etc.): \_\_\_\_\_

We would like to do a service project for the church, in appreciation for the use of church facilities. (A member of our Board of Trustees will contact the person listed above with age-appropriate options.)

**SERVICE PROJECT** (To be completed by Board of Trustees): \_\_\_\_\_

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**GIRL SCOUT GROUPS**

Troop Number: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Meeting Night: \_\_\_\_\_ Frequency: \_\_\_\_\_ Length (ex. Sep - May): \_\_\_\_\_

Room Assignment: \_\_\_\_\_ # of Scouts registered: \_\_\_\_\_ Level (ex. Daisy, etc.): \_\_\_\_\_

We would like to do a service project for the church, in appreciation for the use of church facilities. (A member of our Board of Trustees will contact the person listed above with age-appropriate options.)

**SERVICE PROJECT** (To be completed by Board of Trustees): \_\_\_\_\_

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