

Calendar Request and Event Registration Form
FOR ALL CHURCH RELATED ACTIVITIES

Ashford United Methodist Church
281-497-1146 Fax 281-497-7574

WHAT: EVENT _____ DAY ☐Sun ☐Mon ☐Tue ☐Wed ☐Thur ☐Fri ☐Sat

Name of Group _____

WHEN: TIME OF EVENT: From _____ ☐AM ☐PM To _____ ☐AM ☐PM DATE _____

Time required for Set-up _____ Clean-up _____ Number to attend event _____

WHO: Contact info: Name: _____

Phone: _____ Email _____

WHERE: ☐Off site(give location) _____

☐On Church Property, indicate which Room

ROOM 1 REQUEST:

1st Choice ☐Sanctuary ☐Fellowship Hall ☐Scout Hut ☐Classroom # _____ ☐Library

2nd Choice ☐Sanctuary ☐Fellowship Hall ☐Scout Hut ☐Classroom # _____ ☐Library

ROOM 2 REQUEST:

1st Choice ☐Sanctuary ☐Fellowship HALL ☐Scout Hut ☐Classroom # _____ ☐Library

2nd Choice ☐Sanctuary ☐Fellowship HALL ☐Scout Hut ☐Classroom # _____ ☐Library

OTHER FACILITIES NEED: ☐Kitchen ☐TV ☐VCR ☐Janitorial ☐DVD
☐Nursery(see below) ☐Overhead Projector ☐Sound System ☐Video Projector

HOW: Who will set-up/decorate and breakdown? _____

DETAILS: _____

MINISTRY Plan: Briefly describe what this is. (Important for new or annual events)

Safe Sanctuary: If using AUMC nursery workers or providing own nursery workers, all Safe Sanctuary rules must be followed. The Safe Sanctuary Policy is available in the church office. Your request signature is an acknowledgment that you understand and will follow the procedures in the AUMC Safe Sanctuary Policy.

Request Submitted By(Name): _____ Today's Date _____

»Signature«

Please print name: _____

(See Back of Form for Fellowship Hall Set-up)

+++++For office use only+++++

☐Please Reschedule ☐Request Not Approved ☐Approved by _____ Date _____

COMMENTS: See back of page

KEY ACCESS: _____

SUBMIT ONLINE

This form shall be used for reserving a specific location at AUMC for a scheduled future event or to put a future off site event on the church calendar. Upon completion of the form, your reservation will be approved by the Senior Pastor, guaranteed, and entered into the permanent church calendar of events. If your reservation date listed on this form changes, please notify the church office 281 497-1146 so that the new date and time can be noted on the official calendar without forfeiting your reservation. In all scheduling, the first request received by the church office for any date, time, or location will be given priority. If your event encompasses multiple dates, one form may be used to include all dates, listed individually on the "Multi-date" form. Forms due 7 days prior to event. Forms are approved at weekly staff meeting.

COMMENTS:

WEDDING AND RECEPTION FEE SCHEDULE:

SECURITY DEPOSIT (due with form)*	\$100	General Building Use:
		Fellowship Hall, Sanctuary, or Library \$50.00 per Hour
FACILITIES: (non members only)		
• Fellowship Hall Rehearsal Dinner	\$250 (3 hours)	Set- up and Clean-up are responsibility of the user.
• Sanctuary Wedding	250	
• Fellowship Hall Reception	250 (3 hours)	
• Informal Wedding**	100	
SERVICES:		
Custodial Charges (setup and cleanup):		
• Rehearsal Dinner (Fellowship Hall)	\$ 100	
• Wedding or Funeral (Sanctuary)	100	
• Reception (Fellowship Hall)	100	
Organist/Pianist	150	
Sound Technician	75	
Wedding Liaison	75	

All Payments due two weeks before event.

Ministerial honoraria are not set, but are generally the responsibility of the groom/family.

*The Security Deposit holds the wedding date on the church calendar. Cancellation of the wedding forfeits the deposit. Deposit is non-refundable.

**A wedding is considered "informal" when no rehearsal is required, when floral decorations, if any, are kept to a minimum, and when no special music is requested. Wedding guest will be limited in "walk-in" weddings to the family and possibly a few close friends only.

Please use the following symbols to illustrate how the Fellowship Hall should be setup if it is requested:

☐=Long Tables ●=Round Tables ✕=Chairs SE=Sound Equipment
 TV=Television OP=Overhead Projector VP=Video Projector □Other, please specify_____

