

Fuquay-Varina United Methodist Church

REQUEST FOR BUILDING USEAGE

Event Contact Person

Name:	Email:
Address:	
Home #:	Cell #:

Event Information

Type of Event:		Group Size:	
How often:	Day of Week: Sun. M T W Th F S	Requested Space*:	
Start Date:		End Date:	
Set-up:	Event:	Ending:	Clean-up:

* Requested space does not guarantee usage of desired room, space requirements and other building usage may affect your final location. You will be contacted within one week to notify you that your event has been scheduled and in what space it will be held.

Centrum Request

Access to the platform (stage area)? Y N	Do you plan on moving anything on the stage area? Y N
Access to the sound booth? Y N	Who is your FVUMC trained operator?
If sound booth is needed please complete additional information located on the back!	

Safe Sanctuaries

Does your event involve persons under the age of 18? Y N
Are you FVUMC Safe Sanctuaries trained? Y N
If no, would you like to be trained? Y N
Do you agree to abide by FVUMC Safe Sanctuaries Policy & Procedures? Y N

Key Information

Do you have a key to FVUMC? Y N	If so, how long have you had it?
Does someone with your event have a key? Y N	If so, who?
If the building is locked during the time of your scheduled event, you will be contacted to check out a key.	

I have read and will be responsible for the "Building Usage Agreement"

(Contact person is also responsible for set-up & clean up of assigned space)

Signature:

Date:

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**PLEASE CHECK ALL SOUND SYSTEM COMPONENTS BELOW THAT
WILL BE REQUIRED FOR YOUR EVENT:**

LEVEL 1

Podium Microphone Handheld Wireless Microphone
 CD Player Computer LCD Projector

LEVEL 2

Wireless Lapel Microphone(s) Wireless Headset Microphone(s)
 Vocal Microphone(s) Choir Microphone(s) Piano Microphone
 Monitor(s) Recording (only available to cassette tape, NOT CD)

LEVEL 3

Instrument Microphone(s)—includes guitars & orchestral instruments
 Electronic Keyboard Electronic Drum Set Direct Box(es)

Upon completion of the above sections, you are responsible for contacting and arranging for a FVUMC TRAINED OPERATOR that matches the HIGHEST LEVEL which your sound needs will require—for example, if you have checked ANY items in the Level 3 box, you must obtain a Level 3 Operator for your event. A list of trained operators is available in the church office.