



FIRST UNITED
METHODIST CHURCH
LAKELAND, FL
72 Lake Morton Drive
Lakeland, Florida 33801
Church Office 886-3163

FACILITIES USAGE REQUEST

APPLICANT: READ, COMPLETE AND/OR INITIAL THE FOLLOWING SECTIONS:

- Part 1. Application for Use
- Part 2. Technical Needs
- Part 3. Room/Equipment Set Up and Request
- Part 4. Price Schedule
- Part 5. Policies and Procedures

PART 1. APPLICATION FOR USE

Date of Application: _____ Event Date & Time: _____

Name of Event: _____

Purpose of Event: _____

Person Making Application: _____ Phone: _____

Event Contact Person: _____ Title: _____

Event Contact Person may be reached as follows:

Phone: _____ Best time: _____

Fax: _____ E-Mail: _____

1. Is your group funded by or a direct group of FUMC? YES NO
2. Is your group a non-profit organization? YES NO
3. What best describes your group?
 - Community Service Group (ex: Kiwanis)
 - Educational Group (school, college, etc.)
 - Alumni Type Group (high school/college/hometown)
4. Can a certificate of liability be furnished to FUMC? YES NO
5. Is your group a part of the greater U. M. Church's connnectional system? YES NO
6. If so, how? _____
7. Why did you choose FUMC as the location for your event? _____
8. Will there be a meal or refreshments served at this function? YES NO
9. If YES, Please furnish name/phone of caterer or individual: _____

Billing Information: (Name/Address/City/State/Zip)

PART 2. TECHNICAL NEEDS REQUEST FORM

Date & Time of Event: _____ Date & Time of Rehearsal: _____

Name of Group: _____

Contact Person: _____ Phone #: _____

EVENT TO BE HELD IN:

- Sanctuary
- Fellowship Center
- F-1 Assembly
- Gymnasium
- Other _____

SPECIAL EVENTS CHARGES:

(includes 3 hrs of set up, rehearsal and running system)

- Sound/Lighting Technician
- Video Technician
- Other: _____
- Other: _____
- Other: _____

SOUND SYSTEM NEEDS:

- Microphones Number: _____
- Monitors
- Wireless microphone
- Electronic keyboard
- Guitar amps
- Bass guitar amps
- Keyboard amps

VIDEO SYSTEM:

- Video System (Check for availability)
- Computer programmer for presentation

SPECIAL NOTES:

Depending upon the extent of sound, lighting and video, it is possible that up to 3 people would be needed for one event. Please outline basic needs and the technical assistant will contact you within 3 working days of your request.

Date: _____ Requested by: _____

Rec'd Date: _____ Rec'd in Office by: _____ T/A Contacted: _____

PART 3. ROOM SET-UP

(One form per room) ROOM: _____

EQUIPMENT NEEDED:

Video:

- TV/VCR on cart
- Video Projector & Screen
- Video System** (Complete Part 2. Technical Needs Request)
- 16mm Projector
- Super 8 Projector & Screen
- Filmstrip & Screen
- Overhead Projector & Screen
- Slide Projector & Screen

Audio:

- P.A. system (1 mic only/small amp)
- Sound System**
(Complete Part 2. Technical Needs Request)
- Record Player
- Cassette Player

Miscellaneous:

- Easel
- Podium/Lectern

** Requires Technical Support Personnel

PART 4. PRICE SCHEDULE

Room Reservation and Reimbursement Fees

CHECK ALL ROOMS YOU WISH TO RESERVE; FEES ARE APPLICABLE ONLY

TO GROUPS NOT SUPPORTED BY FUMC

A. FACILITIES ONLY:

Assembly Rooms

- Sanctuary \$ 200.00
- Chapel \$ 150.00
- Fellowship Center \$ 250.00
- Main Kitchen \$ 100.00
- F-1 Assembly Room \$ 150.00
- Parlor \$ 150.00
- Gymnasium \$ 100.00
- Music Rooms \$ 50.00

Class Rooms

- Individual classrooms \$ 25.00

TOTAL FACILITIES USAGE CHARGE:

Personnel Related Fees

A. CUSTODIAL SUPPORT: (Set-up sheet must be completed)

- \$ 50.00 for 3 total hours and \$ 20.00 per hour over 3 hrs.

TOTAL CUSTODIAL SUPPORT CHARGE:

B. TECHNICAL SUPPORT: (Tech support sheet must be completed)

- \$ 50.00 for 3 total hours and \$ 25.00 per hour over 3 hrs.

TOTAL TECHNICAL SUPPORT CHARGE:

Equipment Fees

C. EQUIPMENT USAGE: (Additional equipment needs must be discussed and

approved by Church Administrator at time of application)

_____ Table cloths (\$ 7.00 each) \$ _____

_____ Table skirts (\$ 7.00 each) _____

Size ___ x ___ Dance Floor (\$.50 per sf) _____

(Min. 9'x9'; Max. 24'x24')

Other: _____

Other: _____

Other: _____

D. TOTAL ADDITIONAL EQUIPMENT CHARGE:

ANTICIPATED TOTAL CHARGES:

--- PLEASE READ CAREFULLY, DATE AND SIGN ---

I have read and agree to abide by the policies and procedures stated within. I understand the above listed charges are what are anticipated based upon what I have outlined and requested in this application form and understand if additional facilities, custodial /technical support, or equipment is requested by me or my agent, my group will be responsible for any additional charges incurred. I also understand that changes to these submitted requests are not permitted unless brought to the attention of and with the approval of the appropriate church staff.

Date: _____ Group Representative: _____

Date Accepted/Approved: _____ By: _____ Copies: PM TA AA CA AR

FOR OFFICE USE ONLY

- A1 C5 E20 F24
- A2 D1 E21 F25
- A3 D2 E22 F26
- A4 D3 E23 Alders. 1
- C1 D4 F20 Alders. 2
- C2 E4 F21 Conf. Rm
- C3 E5 F22 Epworth
- C4 E6 F23 Library

\$ _____

\$ _____

\$ _____

PART 5. POLICIES AND PROCEDURES

A. POLICIES:

1. Alcoholic beverages will not be tolerated in church buildings or on church grounds.
2. Illegal drugs or drug-related paraphernalia will not be permitted in church buildings or on church grounds.
3. Profanity will not be tolerated in church buildings or on church grounds.
4. Tobacco products are not permitted to be used in church buildings. Smoking is permitted outside in discreet locations with cigarette and/or cigar butts disposed of properly.
5. All facilities, custodial, technical or equipment requested must be requisitioned through the church office.
6. Abuse of any equipment, facilities, or property of First Church is not permitted.
7. Sororities/Fraternities are not permitted to hold initiations, meetings, etc.
8. It is at the sole discretion of the church staff member on duty to determine if any individual or group becomes abusive to church property, church staff, or church policies and procedures. The church staff member has full right to require party or parties involved to leave the church property immediately.

B. PROCEDURES:

General

1. All non-First UMC groups must complete a Facilities Usage Request
2. Forms must be hand-delivered to the church office in order that church staff may review application.

Custodial Support

3. The determination of needed custodial support is at the discretion of church staff and is based upon the level of custodial needs requested (such as set-up, clean up, etc.)
4. If paid custodial support is required, PART 3-ROOM SET UP of this form must be completed for each room or area to be used. Additional Part 3's are available in the church office.

Technical Support

5. The determination of needed technical support is at the discretion of church staff and is based upon the level of technical needs requested.
6. If paid technical support is required, a PART 2 - TECHNICAL SET UP SHEET (available in church office) must be completed.

Equipment Requests

7. The determination of needed equipment is at the discretion of church staff based upon the type of event, the use, and the availability of the equipment.

Billing and Payments

8. Billing will be made not later than the 15th of the following month of the event. Full payment is due no later than 15 days after billing date.

I have read, understand, and will comply to all policies and procedures of First United Methodist Church of Lakeland, Florida. I further understand that non-compliance could result in the church canceling my requested event.

Church Office: 2 copies needed (1 for requestor/original for church)

DATE: _____

EVENT AGENT: _____

DATE: _____

CHURCH REPRESENTATIVE: _____



Directions:

From Tampa and Points West:

Interstate 4 east towards Orlando to the Memorial Blvd. exit. Continue to S. Massachusetts Avenue. Turn right on Massachusetts Avenue and continue until dead end into Lake Morton Drive. Turn left on Lake Morton Drive, church sits on left.

From Orlando and Points East:

Interstate 4 west towards Tampa to the U.S. 98 North exit. Turn left (south) and continue traveling south on US98 which will eventually become S. Florida Avenue. At this point look for a Century State Bank building on left, turn left onto Walnut Street which dead-ends into Lake Morton Drive. Turn left and continue on Lake Morton, church sits on left.

From Mulberry and Points South:

Take 37N through south Lakeland (about 10miles). Turn right on Walnut Street which deadends into Lake Morton Drive. Turn left and continue on Lake Morton, church sits on left.

From Dade City and Points North:

Travel South on US98 through North Lakeland. US98 eventually turns into South Florida Avenue. At this point look for the Century State Bank building on left, turn left onto Walnut Street which dead-ends into Lake Morton Drive. Turn left and continue on Lake Morton, church sits on left.

