

Today's Date _____

Church Group Meeting Request Form

Please turn this into the office at least one week prior to your meeting request date!

Office use: Date received: _____
Confirmation sent: _____
Code/key: _____
_____/_____/_____/_____

Name of Person requesting: _____

Email _____ Phone _____

Committee _____ Subcommittee _____

Day and Date of Meeting _____ how many people are you expecting _____

Do you need a handicap accessible room _____

Building/ Room requested _____ Meeting time _____ to _____

How would you like your meeting/event listed on the calendar & in the bulletin?

Will this meeting be repeated every month? (ex. Meets every 3rd Monday) _____

Room Set-Up is the group's responsibility. Are there extenuating circumstances in which you need church staff to set-up or tear down for your group? ____ If yes, see contact information on back side.

Will you need A/V equipment? ____ if yes, see contact information on back side.

Will you need childcare? ____ if yes, see contact information on back side.

Will you be serving refreshments and/or need access to a kitchen? _____

Will you need any equipment? If yes, please list your needs below.

Does anyone in your group have a key? Yes ____ NO ____ - if no, you will need to have someone come to the church office (Downtown) to pick up and return a key the week of your meeting.

Please list name of person picking up key _____

Would you like a door code set up for your committee members to use to enter the building _____

Is there anything you think the office needs to know about your meeting/Event?

For most meetings, the doors will be available to unlock one half hour before the scheduled start and 15 minutes after. If you need the doors unlocked for a longer period of time, please let Anna Callan know.

2016 Contact Information for FUMC meetings and events

Office: 785-841-7500 office@fumclawrence.org

We have staff and volunteers who will help you have a successful meeting or event. Listed below is the current contact information.

For Reservations: The FUMC Church Group Request Form can be filled downloaded from the website or you can pick it up at the DT office. For questions, contact Anna in the office or email anna@fumclawrence.org.

For Room Set-up: There is a form, also on the web, which will need to be filled out and turned in at the time of the reservation. For questions, contact Marc, the Facilities Manager, at the office number or email him at marc@fumclawrence.org. Set-Up must be requested at least a week in advance of your meeting.

For Childcare: Contact Cindy Nelson, Director of Children's Ministry to schedule childcare. For questions, email Cindy@fumclawrence.org

A/V Equipment: We have "EZ" systems in both Brady Hall and the Great Room. You must be trained on this system PRIOR to your meeting or event. For more involved A/V equipment, please contact Dennis Tate for the Great Room, and Stan Hernly for Brady Hall or the Sanctuary. Dennis can be reached at dltate180@gmail.com, and Stan at stan@hernly.com

For newsletter and Sunday Morning News: Contact Colleen Boley, Media Coordinator in the office or at media@fumclawrence.org

For Financial information, Contact Kristy Teska, Financial Manager in the office or at kristy@fumclawrence.org.

Don't hesitate to contact the office if you have questions.

- 1) You may order materials yourself and be reimbursed. If you have materials shipped to the office, please let the office know so that your package will not get lost in the shuffle of the office. You will also be responsible for any returns, so keep a copy of your invoice. Please use the vouchers and turn into the office DT asap, so you can be reimbursed in a timely manner. Plan on a week turn around time.
- 2) Have the office order materials for you. We will be happy to order materials for you and take care of any returns necessary. You will need to give us written information as to what you are wanting. We will look for the best price possible.

When ordering books for distribution, we will add all charges to the cost of the book. Checks should be made out to FUMC with the name of the committee and book in the memo line. If you are planning to distribute through the office, please let us know so that we can plan on that.