

Date request made \_\_\_\_\_

## AFUMC Facility Reservation Request "For Profit" Groups

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Email address \_\_\_\_\_

Name of Organization/Business (DBA) \_\_\_\_\_

Mission of  
Organization \_\_\_\_\_

Insurance Company and Insurance Policy #  
\_\_\_\_\_

Event  
\_\_\_\_\_

Purpose of Event  
\_\_\_\_\_

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

**Ongoing** Event: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Location of Event  
\_\_\_\_\_

Event times: **Setup** Time \_\_\_\_\_ **Tear Down** Time \_\_\_\_\_

**Event Start** Time \_\_\_\_\_ **Event End** Time \_\_\_\_\_

**Approved by** (staff member) \_\_\_\_\_ Approval Date \_\_\_\_\_

***Request will not be processed without the above information.***

***Financial information may be required if your organization requests financial relief, or if a fee payment equal to a percentage of the profits, is required to offset additional costs to the church.***

***If set-up is needed, a Maintenance Work Order Request form MUST be completed and turned into the Maintenance Department a minimum of two weeks prior to the event.***