



3350 Dalrymple Drive
Baton Rouge, Louisiana 70802

PHONE: 225.344.0343
FAX: 225.344.0530

www.universitymethodist.org

OFFICE HOURS:
Mon—Thurs 9AM—4PM, Fri 9AM—NOON

EVENT & CALENDAR REQUEST

If you would like to book an event or room at the church, **please fill out this form completely and email it to calendar@universitymethodist.org**. In order to make sure that spaces in our church are not double booked, this form must be submitted and approved by the church office before you may use the church property for any event or meeting. **Once submitted, your request will be reviewed and if the date and space is available we will contact you to confirm your event. Please remember that your event is not considered "booked" until you have received confirmation from the church office.** If you have problems submitting this reservation form through email you may print this form out and come by the church office to make your reservation in person.

OFFICE USE ONLY
DATE SUBMITTED: _____
DATE APPROVED: _____

EVENT TITLE: _____ DATE OF EVENT: _____

EVENT CONTACT PERSON(S): _____

CONTACT NUMBER: _____ CONTACT E-MAIL: _____

WHAT ROOMS WILL BE NEEDED? _____

TIME YOU NEED ACCESS TO THE ROOM FOR SET-UP: _____ TIME THE EVENT STARTS: _____

TIME THE EVENT ENDS: _____ TIME YOU WILL BE DONE WITH PICK-UP OF EVENT: _____

APPROXIMATE NUMBER OF PEOPLE EXPECTED AT THE EVENT: _____

EQUIPMENT NEEDED FOR THIS EVENT? (TV, DVD, SCREEN, ETC.) _____

WILL YOU NEED TABLES AND CHAIRS SET UP? YES NO

If you will need chairs and tables you will need to submit a drawn diagram of what set-up is needed. Please print out the second page of this form, draw your diagram, and return it to the office.

DOES THIS EVENT NEED A NURSERY SPACE AND CHILDCARE WORKERS? YES NO

If this is a church sponsored event, the nursery and childcare workers cost will need to be approved prior to the event by the office. If this is a non-church function and you would like to hire childcare workers to staff a nursery, we will put you in touch with the appropriate staff person.

STAFF PERSON RESPONSIBLE FOR THIS EVENT: _____

This person will be responsible for unlocking and locking the facilities, and all room preparation or with the assignment of a responsible party to prepare the rooms prior to the event. If this event is not a church event, or you are not sure who the staff person will be, please leave this blank and we will assign a staff person once your event is approved.

ARE THERE ANY OTHER SPECIAL NEEDS FOR THIS EVENT?

Please specify anything that wasn't covered by other questions in this form but is needed for the event. Please include specific details including who will be responsible for preparing and returning the rooms used back to the condition and cleanliness in which the room was found.

CHAIR AND TABLE SET-UP DIAGRAM

EVENT TITLE: _____ DATE OF EVENT: _____

EVENT CONTACT PERSON(S): _____

CONTACT NUMBER: _____ CONTACT E-MAIL: _____

If you are submitting this form to reserve a room in the church other than the ones listed below and need chair and table set up specific to your event, please sketch the room and set up needed on a separate sheet of paper and submit it to the office with the above information included.

