



St. Luke's Room Reservation Form

Church Ministry Events

Please submit this form 30 days prior to event

Email- sarah.jordan@stlukesumc.org

Phone- 901-452-6262

Name of Event/Meeting: _____

Date: _____ Start Time: _____ End Time: _____

Time Needed for set-up: _____ Number of attendance: _____

Does this event repeat: _____ How often: _____ End date: _____

****All literature/flyers, etc. that will publicize this event must be approved by St. Luke's before being presented to the community.***

Location Requested for Event:

- Classroom Rm# _____
- Parlor
- Chapel
- Lounge
- Fellowship Hall
- Gym
- Hospitality Hall
- Sanctuary
- Other: _____

Equipment needed for Event:

- # of tables # of chairs
- podium projector
- DVD player screen
- Microphone TV
- Portable sound system

Room Set up:

Please use the back of this form to show a diagram of the room set-up.

Security Needs:

Extra Security Needed? _____

Kitchen Use Request: FH Kitchen Parlor Kitchen CLC Kitchen

(Fill out and attach the separate Kitchen /Food Service Request Form)

Request Made By/Contact Person:

Organization Name: _____ Website: _____

Name: _____ Phone Number: _____

Cell Phone: _____ Email: _____

I agree to use the assigned St. Luke's UMC facility. In accordance with current policies and maintain the order of the space used. I assume full responsibility for any damages and/or losses incurred during use and release St. Luke's UMC from any injuries that may occur during the use of the facility. Failure to abide by policies will result in termination of building using privileges.

Signed: _____ Date: _____

Distribution for office use ONLY:

Calendar Facilities/Security Transportation Kitchen Finance

Formed Received by: _____ Approval: _____

Deposit Amount Given: _____ Final Amount Due: _____

Each organization MUST present their insurance form to secure date. Please attach it to this form and turn it in to the finance office.

Outside Events

Location(s) Requested for Event:

- Green Space
- Whole Parking Lot
- Upper Lot
- East of the Gym
- Highland Green Space
- Other _____

Equipment needed for Event:

- # of tables # of chairs
- Church Logo Banner
- # of extension cords
- # of water hoses

Other: _____

Diagram of the room set-up: