



Berthoud United Methodist Church Calendar Request Form

Today's Date _____

Please check the church calendar on the church web page www.berthoudumc.org to be sure the space you want is available before filling out this form.

Date Requested _____

Contact Name _____ Phone _____

Contact Email _____

Contact Mailing Address _____

Name of Group _____

Activity or Function _____

If your activity is at BUMC, what room (s) is requested? _____

If your activity is offsite, what is the location and address? _____

One-time request: Date _____ Time _____ Duration _____

Recurring Meetings: Day of week/month (for example, Third Monday of the month): _____

_____ time beginning: _____ time ending: _____

Set-up and/or clean-up time needed? _____ Set-up time beginning _____ Clean-up until _____

Additional requests:

Is Sound Tech needed? _____

Is Projectionist needed? _____

Is Music Accompanist needed? _____

Please list any other equipment needed (i.e. projection screen): _____

For Office Use:

_____ Permissions obtained (Trustees, Pastor) _____ Date _____

_____ On Calendar _____ Date _____