

# Request for Building Use Form

(Please fill out this form so that the Scheduling Committee can review your request and notify you of their decision.)

First United Methodist Church  
1005 Stover Street, Fort Collins, CO 80524  
phone: 970-482-2436 fax: 970-221-5833  
email: judywarren@fcfumc.net

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Group Applying: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Sponsored Ministry of FUMC \_\_\_\_\_ Outside Group: \_\_\_\_\_ Yes \_\_\_\_\_ No

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Rooms Requested: \_\_\_\_\_ No. of People: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Special Requests (equipment, services): \_\_\_\_\_

Kitchen Requested: Yes \_\_\_\_\_ No \_\_\_\_\_

Room Set Up: No. of Chairs \_\_\_\_\_ No. of Tables (round, long) \_\_\_\_\_

Additional Information Regarding Request:

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Date Reviewed by Scheduling Committee: \_\_\_\_\_

Request Accepted \_\_\_\_\_ Request Denied \_\_\_\_\_

Fee \_\_\_\_\_

Date Called: \_\_\_\_\_