



KNIGHTDALE

united methodist church

7071 Forestville Rd., Knightdale, NC 27545

Facility / Property Use Reservation Form

Hours of Operation
Monday - Thursday 9:00am to 4:00pm
Friday 9:00am to 1:00pm
Phone: 919-266-2373 Fax: 919-217-1009
Email: kumc1@bellsouth.net
www.knightdaleumc.org

(Section 1)

Event Name: _____ Date Filled Out: _____

Contact Name: _____ Contact Email: _____

Member of KUMC? _____ Contact Phone: _____

(Section 2) Scheduling Information

(A) TYPE OF RESERVATION <input type="checkbox"/> 1 Time Meeting or Event <i>(Complete space info below on this page & on back)</i> Event Date _____	(C) RECURRING MEETING OR EVENT (select the 1 that matches your request) <input type="checkbox"/> Weekly (Specify the day(s) event is EVERY Week) <input type="checkbox"/> Sun. <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat.
<input type="checkbox"/> Recurring Meeting / Event <i>(Complete info directly below, to right, & on back)</i>	<input type="checkbox"/> Bi-Weekly (Specify the day(s) event is EVERY OTHER Week) <input type="checkbox"/> Sun. <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat.
<input type="checkbox"/> Property Use <i>(Complete info at bottom of this page & on back)</i>	<input type="checkbox"/> Monthly or Multiple Weeks (Specify the recurring week(s) and day of the event) <input type="checkbox"/> 1st wk <input type="checkbox"/> 2nd wk <input type="checkbox"/> 3rd wk <input type="checkbox"/> 4th wk <input type="checkbox"/> 5th wk <input type="checkbox"/> Sun. <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat.
(B) Reservation Time <i>Include setup & cleanup</i> Setup Time: _____ Actual Start Time: _____ End Time: _____ Est. # of Attendees: _____	<input type="checkbox"/> Other (Specify specific dates of event or meeting) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

(Section 3) SPACE REQUESTED

(Note that we will try to accommodate your request but reserve the right to grant space based on availability and best fit)

<input type="checkbox"/> Lobby	<input type="checkbox"/> Johnson-Doub (402) (Seats 25-35)	↓ Outdoor Areas ↓	<input type="checkbox"/> Back Courtyard	<input type="checkbox"/> Rose Garden / Side Yard
<input type="checkbox"/> Worship Room (200)	<input type="checkbox"/> Seekers (406) (Seats 35-50)		<input type="checkbox"/> Front Covered Porch & Front Yard	<input type="checkbox"/> Playground Side & Back Yards
<input type="checkbox"/> 404 (Seats 10-15)	<input type="checkbox"/> 405 (Seats 10-15)		<input type="checkbox"/> Back Hill Area	
<input type="checkbox"/> 409 (Seats 10-15)	<input type="checkbox"/> 410 (Seats 8-12)			
<input type="checkbox"/> 413 (Seats 8-10)	<input type="checkbox"/> Library			
<input type="checkbox"/> 407 (Seats 8-10)	<input type="checkbox"/> 408 (Seats 15-20)			
<input type="checkbox"/> 411 (Seats 8-10)	<input type="checkbox"/> 412 (Seats 8-12)			
<input type="checkbox"/> Coffee Bar	<input type="checkbox"/> Kitchen <i>(Training required)</i>			

(Section 4) In House Property / Equipment Request

<input type="checkbox"/> Chairs - How Many? _____	<input type="checkbox"/> Microphones
<input type="checkbox"/> Tables - How Many? _____	<input type="checkbox"/> Podium
<input type="checkbox"/> Portable Projector	<input type="checkbox"/> TV
<input type="checkbox"/> Worship Room A/V Equipment <i>(A/V Tech Supervised)</i>	

(Section 5) Loan Out Property / Equipment Request *(Off-site use)*

<input type="checkbox"/> Chairs - How Many? _____	<input type="checkbox"/> Commercial Tent (20x40)
<input type="checkbox"/> Rectangle Tables - How Many? _____	
Pickup Date & Time: _____	
Return Date & Time: _____	

(Section 6) Kitchen Use (Usage Fee and Training Required)

Complete Only if Kitchen Use Requested

- I have had kitchen training by a Knightdale UMC representative
- Caterer:** (All cooking of catered foods in KUMC's kitchen facility must be done by a cater that can provide a current Certificate of Insurance (C.O.I.) prior to the kitchen usage.)

Caterer Name: _____

Caterer's Phone Number: _____

Caterer's Email: _____

Person in charge of Serving: _____

Person in charge of Cleanup*: _____

*** If the kitchen is not cleanup properly following the use, a cleaning fee will be charged to cover cleaning charges.**

(Section 7) Event Description

(Please include event description for Trustees information and for Web Calendar information (if applicable))

(Section 8) * Rates for Facility Usage

<u>Worship Room (200)</u>	<u>Kitchen</u>	<u>Additional Fees</u>
Up to 4 Hours \$ 200.00	Up to 4 Hours \$ 125.00	Refundable Key Deposit . . . \$ 25.00
Each Additional Hour . . \$ 50.00	Entire Day \$ 200.00	Refundable Cleaning Deposit \$ 50.00
<u>Johnson Doub (402)</u>	<u>Coffee Bar</u>	
Up to 4 Hours \$ 75.00	Up to 4 Hours \$ 50.00	** Sound Tech **
Entire Day \$ 125.00	Entire Day \$ 75.00	Up to 4 Hours \$ 100.00
<u>Seekers (406)</u>	<u>Library</u>	Each Additional Hour . . . \$ 25.00
Up to 4 Hours \$ 100.00	Up to 4 Hours \$ 50.00	<p align="center">* Per Building Use Policy</p> <p>Special usage and secular programs will be assessed a fee to recover the cost of maintenance. Church sponsored or members will not be charges a fee except for Key deposit per personal events and for cleaning fees if required. Donations will be accepted to defray the operating costs.</p>
Entire Day \$ 150.00	Entire Day \$ 75.00	
<u>Lobby</u>	<u>Classrooms</u>	
Up to 200 People \$ 200.00	Up to 4 Hours \$ 50.00	
Every additional 50 . . . \$ 100.00	Entire Day \$ 75.00	

(Section 9) Acknowledgement

I understand that space will be assigned, and is subject to change, according to the size and configuration of the group as well as availability beyond church activities. The reservation form does NOT guarantee use of the space and should not be used until I received confirmation from the KUMC office. I further acknowledge that I have received, read, understand, and agree to abide by the current Building Use Policies and Guidelines for using space at KUMC. I understand that failure to follow these guidelines may result in my group being restricted from using the facility in the future. I acknowledge that any questions or concerns that I may have should be directed to the Pasotr or the church office at 919-266-2373.

Signature: _____

Date: _____

OFFICE USE ONLY

Date Received _____	Refundable Cleaning Deposit _____	<input type="checkbox"/> Caterer Certificate of Insurance
Time Received _____	Date Paid _____	
Area Assigned _____	Building Use Fee _____	Assignments
Date Posted in Church Calendar _____	Date Paid _____	Sound Tech: _____
Date Confirmation Sent _____	Check # _____	Kitchen Training: _____
Key Fob Number _____	Additional Fees _____	
Key Fob Issued To _____	Date Paid _____	
Date Cash KeyFob Deposit Received _____	Check # _____	

Instructions for completing Knightdale UMC Reservation Form

For One-Time Use Room and/or Space reservation:

- 1 Complete Sections 1, 2A (don't forget the date), 2B, 3, & 7
- 2 Review Section 4 and complete is any are applicable.
- 3 If requesting use of Kitchen, complete Section 6
- 4 Make you understand Policies & Guidelines, & Section 8
- 5 Sign Acknowledgement in Section 9
- 6 Return the completed for to the church office for approval. See below for ways to return it.

For Recurring Use Room and/or Space reservation:

- 1 Complete Sections 1, 2A (don't forget the date), 2B, 2C, 3, & 7
- 2 Review Section 3 and complete is any are applicable
- 3 If requesting use of Kitchen, complete Section 5
- 4 Make you understand Policies & Guidelines, & Section 8
- 5 Sign Acknowledgement in Section 9
- 6 Return the completed for to the church office for approval. See below - for ways to return it.

For Requesting to borrow Church Property:

- 1 Complete Sections 1 & 5
- 2 Make you understand Policies & Guidelines, & Section 8
- 3 Sign Acknowledgement in Section 9
- 4 Return the completed for to the church office for approval. See below for ways to return it.