

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	·								
1 Time Meeting or Event (Complete space info below on this page& on back)		(Specify the da	y(s) event is	EVERY Week)					
Event Date	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.		
Recurring Meeting / Event (Complete info directly below, to right, & on back)	Bi-Weekly (Specify the day(s) event is EVERY OTHER Week)								
Property Use (Complete info at bottom of this page & on back)	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.		
(B) Reservation Time Include setup & cleanup	Monthly	or Multiple W	eeks (Specif	y the recurring	week(s) an	nd day of th	e event)		
Setup Time:	1st wk	2nd wk	3rd wk	4th wk	5th wk				
Actual Start Time:	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.		
End Time:	Other (Specify spefic dates of event or meeting)								
Life filite.	ΙΠ								
Est. # of Attendees:									
(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)									
☐ Lobby ☐	Johnson-Doub (40	2) (Seats 25-35) s a	☐ Back Court	yard	☐ Rose G	arden / Side Yard		
☐ Worship Room (200) ☐	Seekers (406) (Seats 35-50)		Outdoor Ar	Front Cove		☐ Playgro	ound Side & ards		
			<u>n</u>	[Back Hill	Area			
☐ 1 404 (Seats 10-15)	405 (Seats 10-15)		☐ 407 (Sea	ts 8-10)		408 (Seats 1	5-20)		
☐ 1 409 (Seats 10-15)	410 (Seats 8-12)		☐ 411 (Sea	ts 8-10)		412 (Seats 8	-12)		
☐ 1 413 (Seats 8-10)	Library		☐ Coffee B	ar		Kitchen <i>(Tra</i>	ining required)		
(Section 4) In House Property / Equipment Request		(Section 5) Loan Out Property / Equipment Request (Off-site use)							
☐ Chairs - How Many?	Microphones	☐ Chairs - How Many? ☐ Commenrcial Tent (20x40)							
☐ Tables - How Many?	Podium	Rectangle Tables - How Many?							
☐ Portable Projector ☐	TV	Pickup Date & Time:							
☐ Worship Room A/V Equipment (A/V Tech Supervised)		Return Date & Time:							

I have had kitchen training by a knightdale UMC representative											
I have had kitchen training by a Krightdale UMC representative	(Section										
Caterers (All cooking of catered facek in KUMC's kitchen facility must be done by a cater that can provide a current Certificate of Insurance (C.O.L) prior to the kitchen usage.) Caterer's Phone Number: Caterer's Phone Number: Person in charge of Serving: Person in charge of Cesnup*: "I the kitchen in and teanup 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 Colendar information (If applicable)) Up to 4 Hours. \$ 200.00 Each Additional Hour \$ 50.00 Each Additional Hour \$ 50.00 Inter Day. \$ 125.00 Entire Day. \$ 125.00 For Building Use Poiling. Per Building Use Poiling. Per Building Use Poiling. Per Building Use Poiling. Per Building Use Poiling of members will not be charges a fee accept for Key deposits per personal events and agree to ableb by the current Building Use Poiling and agree to ableb by the current Building Use Poiling and agree to ableb by the current Building Use Poiling and agree to ableb by the current Building Use Poiling and agree to ableb by the current Building Use Poiling and Entire Day. \$ 25.00 **Ceeter Day Interested from using space at KIMC. I understand that failure to follow these guidelines may result in my group being restricted from using space at KIMC. I understand that failure to follow thes			ested								
Caterer's Phone Number: 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 (Flease include event description for Trustees information and for Web Calendar information (if applicable))	<i>o</i> ,										
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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.