

Today's Date: \_\_\_\_\_

## Facilities Form Asbury United Methodist Church

Requests are reviewed each Tuesday by the AUMC Staff and are forwarded to the Trustees for their approval during their monthly meeting, held the fourth Monday of each month. Please allow time for this approval process when submitting your requests. Thank you.

**Person in charge:**

Name / Address / Zip \_\_\_\_\_  
 \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Office: \_\_\_\_\_

e-mail \_\_\_\_\_

Asbury Contact (Sponsor) **REQUIRED:** \_\_\_\_\_

**Organization and Purpose:** \_\_\_\_\_

**Type of Function:** \_\_\_\_\_

**Number in attendance:** \_\_\_\_\_

**Date of function: from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**How often does this event / function occur:**

Weekly: <input type="checkbox"/> every	Day: <input type="checkbox"/> Sunday	Monthly: <input type="checkbox"/> Jan. <input type="checkbox"/> July
<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> Monday	<input type="checkbox"/> Feb. <input type="checkbox"/> Aug
<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Mar. <input type="checkbox"/> Sep
<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> Wednesday	<input type="checkbox"/> April <input type="checkbox"/> Oct.
<input type="checkbox"/> 4 <sup>th</sup>	<input type="checkbox"/> Thursday	<input type="checkbox"/> May <input type="checkbox"/> Nov
<input type="checkbox"/> last	<input type="checkbox"/> Friday	<input type="checkbox"/> June <input type="checkbox"/> Dec
<input type="checkbox"/> every other	<input type="checkbox"/> Saturday	

**Event time: Start** \_\_\_\_\_ **AM/PM**

**Reserve time: set up** \_\_\_\_\_ **AM/PM**

**End** \_\_\_\_\_ **AM/PM**

**Reserve time: clean up** \_\_\_\_\_ **AM/PM**

**Facility Preference:** Centrum  Gym  Ball field  Classroom #  Parking Lot  Other

**Equipment & Services needed:**  Chairs  Tables  VCR  DVD Player  TV  O/H  
 Recreation Equipment  Stage

\***Sound System** \_\_\_\_\_ *fees apply* \***Video Projection** \_\_\_\_\_ *fees apply* \***Lighting** (gym) \_\_\_\_\_ *fees apply*

\* **Asbury trained sound, video & Lighting technicians are required** if the audio-visual system will be used.

Approved technicians will have completed training and participate in the monthly rotation as part of Asbury's worship team. \*A portable PA system is available with training.

**Sound Tech Fee = \$200.00 - \$50 per hour [4 hr minimum – hrs in excess will be billed at \$50.00/hr]**

**Please contact Steve Barnett at [steve@asburyraleigh.org](mailto:steve@asburyraleigh.org) for sound assistance.**

**Video / Lighting Tech Fee = \$100.00 - \$50.00 per hour [2 hr minimum – hrs in excess will be billed at \$50.00/hr]**

**Contact Worship Technology at [worshiptech@asburyraleigh.org](mailto:worshiptech@asburyraleigh.org) to request audio / lighting assistance.**

**\*\*Food Service: Y N Please contact Business Administrator @ 847-2818 ext. 229**

**I have read the guidelines for the use of Asbury's facilities and agree to follow them.**

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date