

Kennesaw United Methodist Church Event & Facilities Request Form

Would you like to have an event at Kennesaw United Methodist Church? Please fill out the form below to request your space. Reserving our facility is on a first come, first serve basis with **church events taking priority**. Events need to be scheduled **3 weeks in advance**. **You may only request space six months in advance**. Weddings are the only exception to this. Once the form is turned in, you should receive an email confirmation within **three business days that we have received your request**. **You will receive approval within 10 business days**. If you have questions about space or your request, contact Dimitri Kasarhis at the church office: 770-428-1543 / dimitri@kennesawumc.org

Please print clearly:

Today's Date: _____

Event Name: _____

Date of Event: _____

Time of Event: (Start and End) _____ Set-up Time _____ Clean-up Time _____ (ex: 30 min or 1 hr)

Frequency of Event? One time _____ Weekly _____ Bi-Weekly _____ Once a Month _____ Other _____

Contact Person: _____ Member _____ Staff _____ Public _____

Email Address: _____ Phone: _____

Please give us a description about this event:

Please check which applies to your event:

Open to KUMC and public Childcare needed Technology Support (Projector, Sound System, etc.)
 Private Event Advertising requested by KUMC (website, social media, bulletin, email blast, etc.)
 Request Online Registration a room set-up will be provide no later than 2 weeks prior to the event.

Marquee & Banner - Banners and Marquee are approved at the discretion of the church office. Banners must be ordered through the church office, and the marquee wording must be approved by the church office. *Space is limited*

Contact us about a banner
 Outdoor marquee to read: _____
 Not interested in outdoor advertising

Please refer to Facilities Use Guide for rental fees.

Please circle the rooms that you will need for the event:

Sanctuary Narthex Welcome Center Christian Activities Center (GYM) Kitchen
 Stage Playground Ball field Pavilion Outside
 Worship Area BBQ Front Lawn Conference Rm Children's Hall (107)

Adults:

Rooms: 120, 121, 123, 137, 138, 140, 142, 219, 230, 234 Choir Room

Other: _____

Office Use Only:

Date Rec'd: _____ Approved/Denied: _____ Calendar: _____ Notified: _____

Rental Fees: _____ Deposit: _____

Notes: