

Kingswood Facility Reservation Form

Today's Date
/ /

Purpose of Request

Requested Date(s)	Requested Time	Event Time

Sanctuary Building		CLC Building	
Upper Level	Lower Level	Upper Level	Lower Level
<input type="checkbox"/> Sanctuary <input type="checkbox"/> 234 – Fellowship Hall <input type="checkbox"/> 226 – Children's Music <input type="checkbox"/> 232 – Library <input type="checkbox"/> 219 – Bride's Room <input type="checkbox"/> _____	<input type="checkbox"/> 140 <input type="checkbox"/> 141 <input type="checkbox"/> 142 <input type="checkbox"/> 115 – School Lunchroom <input type="checkbox"/> 131 – School Music <input type="checkbox"/> 134 – Choir Room <input type="checkbox"/> _____	<input type="checkbox"/> 303 – Café / Sr. High <input type="checkbox"/> 304 – Ladies' Lounge <input type="checkbox"/> 308 – New Life Class <input type="checkbox"/> 309 <input type="checkbox"/> 310 <input type="checkbox"/> 312 – Jr. High <input type="checkbox"/> _____	<input type="checkbox"/> 201 – Gym <input type="checkbox"/> 202 – Kitchen <input type="checkbox"/> 212 – King's Class <input type="checkbox"/> 210 – Landiss Class <input type="checkbox"/> 208 – Ark Class <input type="checkbox"/> 209 – Pathseekers Class <input type="checkbox"/> 211 <input type="checkbox"/> 213 – Weight Room <input type="checkbox"/> _____

Kingswood United Methodist Church is a smoke-free facility

Contact Person	Phone	Email

Contact person assumes responsibility for cleanup and take-down

Ministry Area or Group Name

Setup Needs: (Diagram may be drawn on back of page. Setup may not be available to non-member groups)

Special Requests: (A/V equipment, TV, VCR, DVD, Screen, etc. May not be available to non-member groups)

Childcare Needs: (May be available to KUMC events only)