

Calendar Item Submission and Facility Use Request

Use this form to submit a request for use of facilities at Horne Memorial UMC. **Completion of this form is not a guarantee** of holding a date(s) or facility(ies) for your meeting or activity. All calendar items must be cleared by our membership secretary who manages the official church calendar and facility use schedule. Please complete this form as thoroughly as possible.

Please keep in mind that non-church groups will be charged fees for the use of facilities.

If we need more information than what you provide we will contact you by one of the means on the form – most likely by email.

* Your Name: _____

* Your Email: _____

* Your Phone: _____

Your Fax: _____

Your Organization: _____

* Function or Meeting: _____

* Starting Date for Setup: _____

* Event Date: _____

Ending Date: _____

Meeting Frequency (e.g., Weekly): _____

* Starting Time: _____

Ending Time: _____

* What Time do you need access to the facility?: _____

* What Time will you be done with the facility?: _____

* How many people do you anticipate?: _____

Will you be serving food and using the kitchen?: _____

Description of Event or Meeting: _____