First United Methodist Church of Brandon
Facilities Use Request

Date of Request_____

Event or Meeting Title _____

Date of Event _____ Time of Event _____ Setup Time _____

Building(s) desired _____ Room(s) desired _____

Group/Organization/Ministry _____

Purpose _____

Address (if not FUMC Brandon)_____

_____

Requestor's Name _____ Requestor's Phone _____

Requestor's Address (if not FUMC Brandon) _____

_____

Responsible party _____ Responsible party's Phone _____

Insurance Certificate of Liability will be provided ☐ Yes ☐ No

Number of Persons Expected to Attend _____

Will attendees be charged a fee? ☐ Yes ☐ No If so, amount _____

Is the standard setup of the facilities requested satisfactory? ☐ Yes ☐ No
If "No" complete the following needs lists

Facilities Needs	Number needed	Technical Needs	Number needed
☐ Speaker's (head) tables	_____	☐ Microphones	_____
☐ Serving (food) tables	_____	☐ Televisions	_____
☐ Tables for eating/sitting	_____	☐ VCR/DVD Players	_____
☐ Lectern or Speaker's stands	_____	☐ Video/Computer Projectors	_____
☐ Chairs	_____	☐ Overhead Projectors	_____
☐ Dry Erase Boards	_____	☐ Projector Screens	_____
☐ Easels	_____	☐ Sound Technicians	Church Assigned
☐ Custodial Services	Church Assigned	☐ Video Technicians	Church Assigned
(There is $75 minimum custodial charge. Additional charges apply for large groups or additional custodians, subject to availability)		(Minimum $75 per technician subject to availability. Use of some church equipment requires church qualified technicians)	
Non-refundable deposit of $150-$300 required for Boys & Girls Club. Due at time of event. Damages or extras will be billed.			

Other Needs:

Draw or describe the layout of the setup desired (attach additional pages if required):

Return completed form to the Church Office at 120 N. Knights Ave., Brandon, FL 33510. Fax to: (813) 684-0968. Email to: maintenance @fcumbrandon.org

RESET FORM