

CHECK FACILITY NEEDED: SANCTUARY CHAPEL FELLOWSHIP HALL
 FAMILY LIFE CENTER KITCHEN
 ADMIN BLDG. ROOM NUMBER

DATE(S) & TIME NEEDED FOR (ie.,Reh - Setup): _____

DATE(S) & TIME NEEDED FOR (ie, Wed: - Event _____

NAME OF GROUP: _____

APPROXIMATE SIZE OF GROUP: _____

RESPONSIBLE PERSON: _____

ADDRESS: _____

CITY: _____ ST. _____ ZIPCODE: _____

H. PHONE #: _____ CELL #: _____ B. PHONE #: _____

EMAIL: _____

REASON FOR USE: _____

SPECIAL SETUP REQUIREMENTS: (ie; sound, tables, chairs) _____

WILL SETUP ASSISTANCE BE NEEDED: YES NO

EXPLAIN IF YES: _____

AREAS USED MUST BE RESET THE WAY THEY ARE FOR NORMAL USAGE. CLEANUP IS THE RESPONSIBILITY OF THE GROUP USING THE AREA.

DATE INTERVIEWED AND APPROVED _____ BY: _____

FIRST UNITED METHODIST CHURCH

Jacksonville, Arkansas

(501)982-8176

Fax: (501)982-6111

www.JacksonvilleUMC.com

- I. **POLICY:** We at the First United Methodist Church of Jacksonville, welcome the opportunity to share our facilities with your group. To provide for safety, conservation of resources and promote spiritual and personal growth, the procedures outlined in this and other relevant church documents shall be followed. The Pastor and/or Board of Trustees shall determine whether use by non-church groups meets the intent of both the Social Principal (70-75) and ecumenical objective, as prescribed in the United Methodist Discipline (paragraph 2533-3)

A. Available Facilities:

1. Sanctuary (seats 600)
2. Chapel (seats 60)
3. Fellowship Hall (seats 60 at tables; has a room divider.)
4. Family Life Center (seats 400 at tables; seats 450 with chairs only; has a stage and can be used for basketball or volleyball.)
5. Kitchen
6. Administrative Building (AB)

Downstairs:

- 1 large room, to seat 36 at tables, 42 with chairs only
- 2 small classrooms to seat 12 at tables or 22 with chairs only

Upstairs:

- 1 large room to seat 36 at tables, 42 with chairs only
- 1 med size room to seat 24 with chairs only (Parlor atmosphere)
- 1 small size room to seat 16 with chairs only (Parlor atmosphere)

For Specific Information Please Refer to the Policy and Procedures For Use Church Facilities Booklet.

Reverse side must be completed at time of reservation