Ames United Methodist Church

112 Baltimore Pike Bel Air, MD 21014
410-838-0161 www.amesumc.org
(The request form is also found on amesumc.org)

The Space Use Request

Name of Organization/Person	
Date Needed	
Alternative Date Needed	
Planned Event Title	
Event start time	
Event end time	
Number attending	
Time needed to access space for set up	
Time leaving the building includes clean-up	

Check the space requested:

_____ Sanctuary _____ Fellowship Hall _____ Kitchen

_____ Room 113 (Conf.) _____ Room 114 (Conf.) _____ Room 119 (near side door)

Services Needed (Please circle all that apply with Yes or No). **If not circled, the application is not complete**:
Clergy Yes or No
Media Ministry
Livestreaming Yes or No
Audio recording played Yes or No. If yes, the audio recording (mp3 format) must be provided 7 days before the event.
Musician Yes or No
Choir Yes or No
If yes, an audio sample of music must be provided 7 days before the event.
Ushers Ministry Yes or No

Special Request / Equipment needed: **Additional Space for Handwritten Need (Print)**
Microphones Yes or No
Podium Yes or No
Tables (Qty___) Chairs (Qty _____)
Other: __registration table_____

Contact's name date of the event	
Street Address	
City, State, Zip	
Phone	
Email	
Applicants Signature	
Date of this request	

CHURCH USE ONLY – TRUSTEE'S COMMITTEE

_____Approved _____Not Approved

Signature of Trustee Chair_____Date_____

If approved, fee for Church Use _____

Assigned trustee (s) for the event: _____