

**Monte Sano United Methodist Church
Facility Reservations**

Monte Sano United Methodist Church (MSUMC) considers its property and facilities a gift from God to be used generously in the services of its members and others in the community.

All church activities and events are placed on the church calendar by a member of the trustees, the church staff, or the pastor. To request an event to be placed on the calendar, complete the attached form and email it to MonteSanoUMC@gmail.com or call the church office with this information.

Events taking place in the main Sanctuary building will require pre-setting of the heating and cooling system. It is best if we can have a 7-day notice before use, but when not possible, be sure to contact the church office during business hours of Monday-Thursday, 8 am until 2 pm and we will request trustee assistance.

Weddings of members require use of the *Application for Use of the Facilities* form. For weddings of members or their children, it is best to begin the wedding process by talking directly with the pastor.

Date(s) of Usage: _____ **Time: From** _____ **to** _____

Applicant Name: _____

Committee/Event: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

E mail: _____

*Area Requested: Sanctuary Children's Classroom(s) Adult Classroom(s) Prayer Chapel
 Fellowship Hall Large Kitchen Nursery Music Room
In Admin Building: Youth Room Small Kitchen Library

Detailed description of use, specific needs and equipment required.

Please contact the church office if you have any questions or concerns, 256-533-6083 or email Cindy at montesanoumc@gmail.com.