

## Space Use Inquiry Form

*Thank you for your interest in the facilities at Chamblee First United Methodist Church! We have a wide range of indoor and outdoor spaces, with a variety of configurations available.*

*Please complete the form below, and we will follow up within 72 hours to discuss availability and equipment needs. Space Use Inquiry Forms should be emailed to [wbrown@chambleeumc.org](mailto:wbrown@chambleeumc.org).*

**Contact Person Name** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**What is the name of the group or organization you are representing?**

\_\_\_\_\_

**If your organization has a website, please share it here.**

\_\_\_\_\_

**Does your organization have non-profit/not-for-profit status (501(c)(3) status, etc.)?**

YES NO

**What type of event are you planning?** (Scout meeting, Filming, Birthday Party, HOA meeting)

\_\_\_\_\_

\_\_\_\_\_

**Event Date Requested** (or start date if recurring) \_\_\_\_\_

**End Date** (if recurring event) \_\_\_\_\_

**Start Time** \_\_\_\_\_

**End Time** \_\_\_\_\_

We build in one hour for setup, i.e. if your event starts at 2pm, you will have access to the space at 1pm. **Will you need more than an hour for setup?** (Additional fees may apply).

YES NO If yes, how much more setup time do you need? \_\_\_\_\_

**Are your dates flexible?** Flexible dates may give you more freedom in available spaces.

(Circle one) YES NO

*Please complete this form, scan and email it to Whitney Brown, Activities Director at [wbrown@chambleeumc.org](mailto:wbrown@chambleeumc.org). You will receive a response within 72 hours. All phone inquiries will be directed to complete this form.*

**Approximately how many people do you expect to attend this event?** \_\_\_\_\_

**Is this an event that will have children in attendance?** YES NO

**Do you have a specific space in mind (select at least one)?**

Gym \_\_\_\_\_

Youth Room \_\_\_\_\_

Music Suite \_\_\_\_\_

Fellowship Hall \_\_\_\_\_

Sanctuary \_\_\_\_\_

Narthex/Atrium \_\_\_\_\_

Front Lawn \_\_\_\_\_

Classroom \_\_\_\_\_

Playground \_\_\_\_\_

Disc Golf Course \_\_\_\_\_

Parking lot \_\_\_\_\_

Other, please list it here \_\_\_\_\_

No, I'm not sure what space I would like to use. \_\_\_\_\_

**Are there church resources you are interested in using? (Please indicate the number needed).**

TV \_\_\_\_\_

Projector \_\_\_\_\_

Screen \_\_\_\_\_

Microphone \_\_\_\_\_

Tables \_\_\_\_\_

Chairs \_\_\_\_\_

Piano (extra fee) \_\_\_\_\_

Music Stands \_\_\_\_\_

Dry Erase Board \_\_\_\_\_

Other, please list them here \_\_\_\_\_

**Will your event include catering or food service of any kind?** YES NO

**Do you plan to have any other outside vendors involved in this event?** YES NO

*Please complete this form, scan and email it to Whitney Brown, Activities Director at [wbrown@chambleeumc.org](mailto:wbrown@chambleeumc.org). You will receive a response within 72 hours. All phone inquiries will be directed to complete this form.*