

# Calendar Request Form

Deer Park United Methodist Church  
Submit completed form to church office  
Fax: 281-930-9931  
Email: susy.dpumc@gmail.com

Application date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event Name/Description: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

**Please note:** Special room set-up is the responsibility of the applicant unless arrangements are made with the church office prior to the event. Any furniture in the room (or borrowed) should be returned to its original place and arrangement. Floors should be cleaned. If the kitchen is used, it should be cleaned and all trash taken to the dumpster.

**Also,** please read the Building Usage Policy which can be found at [http://www.dpumc.org/images/building\\_policy.pdf](http://www.dpumc.org/images/building_policy.pdf). This document includes fees and other important information you will need to know. Thank you!

Set-up time: \_\_\_\_\_ Event start time: \_\_\_\_\_ End time: \_\_\_\_\_

One time event? Yes/No \_\_\_\_\_ Repeating format? Yes/No \_\_\_\_\_

## Do you need.....

Kitchen? \_\_\_\_\_

Set-up? \_\_\_\_\_ (Please complete set-up form on back if set-up is needed.)

Any special needs?

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Applicant notified (date): \_\_\_\_\_

\_\_\_\_\_ Approved in Staff

Any fees required? \_\_\_\_\_

\_\_\_\_\_ Added to calendar

Fees collected: \_\_\_\_\_



**Deer Park United Methodist Church**

**1300 East 13th Street**

**Deer Park, TX 77536**

# SET-UP REQUEST

Date(s) needed: \_\_\_\_\_

Room(s): \_\_\_\_\_

Number of chairs: \_\_\_\_\_

Number of Tables: \_\_\_\_\_

Round

Rectangular

Time of Event: \_\_\_\_\_

Set-up Diagram:

Remember: Special room set-up is the responsibility of the applicant unless arrangements are made with the church office prior to the event.

Requested by: \_\_\_\_\_ Phone: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Approved: \_\_\_\_\_