



McEachern Memorial
A United Methodist Church

Facility Usage Form

Directions: Please complete this form and return it to Margaret Neal. You may turn it in at the church office or send as an attachment to margaret@mceachernumc.org.

Date Submitted: _____

Name of Event: _____

Group Name: _____

Date Requested: _____

Room(s)
Requested: _____

Setup Time	Published Event Start Time	Event End Time	Time Clean-up Complete

Contact Name: _____

Email Address: _____

Daytime Phone: _____

Staff Contact: _____

Special Note:

- If ***room requires any set up, a room arrangement*** indicating number of chairs, tables, etc. must be provided to John Spain at least one week prior to the event. He may be reached at ext. 6038 or by email at john@mceachernumc.org.
- If ***nursery is needed***, you must contact Susan Koopman at least two weeks prior to the event. Please be prepared to give a list of names of the children needing nursery care. She can be reached at ext. 5006 or by email at susan@mceachernumc.org.
- If ***your event is an ongoing event***, please be sure to indicate it on the form. Additionally, please be sure to notify us if the event is canceled, or is completed prior to the requested end-date.
- Please contact Margaret Neal if you do not receive confirmation within two weeks of request submitted date. She may be reached at 770-943-3008 Ext. 5019 or by email at margaret@mceachernumc.org. ***Your room is not confirmed until you are notified.***