



Burks United Methodist Church Facilities Reservation Form

Date Received: _____

Time Received: _____

Received by: _____

This area is for church use only.

Instructions: Enter your responses for each applicable item. When finished, save the document; then email the saved document to church@burks.org.

Event: _____ Event Date: _____

Event Time: _____ Total Reservation Time: _____

Room(s) Requested: _____

Event Notes:

Your Name: _____ Phone: _____

Cell: _____ Email: _____

Communications:

Events scheduled at Burks United Methodist Church are publicized through several methods of communication ranging from printed bulletins, a monthly newsletter, a weekly iBridge, the Burks website, Facebook, Twitter, and other forms of digital media at the discretion of the administrative and communications staff. In order to effectively communicate event details, we will only communicate what has been scheduled on this reservation form. Any change in event details, ranging from date, time, room, or times of access, will require a new reservation form.

- I understand that my event will be communicated via all Burks communications based on the information given in this reservation form.
- I understand that any change in the reservation will require a new reservation form.

We will make every effort to begin publishing your event as soon as possible, but we are often inundated with several communications requests at once. Sometimes we can speed up this process based upon your communication preferences.

Please provide any communication notes associated with your event:

- I request that my event not be publicized by Burks United Methodist Church

Balloon Policy Notice

Burks is a Mylar Balloon ONLY campus. No other balloons may be used on our campus.

Child Care:

Child care is ONLY provided, free of charge, for all Burks Worship Gatherings. All other requests for child care are subject to available funding in the associated ministry's budget. In most cases, child care can be arranged, out of pocket, but is based on the availability of the nursery staff.

Child Care must be coordinated with Laura Wilson at (423) 842-4219 ex. 112, and requested 7 business days before the date of the event.

- I request child care for my event.
 - I request child care for my event, and I authorize the deduction from my budget.
 - I request child care for my event, and I will pay for the nursery workers.
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Signature: _____ Date: _____
(Your typed name is acceptable if you are submitting this form via email.)

Events scheduled for the ministry of Burks United Methodist Church do not need to complete this portion of the reservation form.

Cleanliness: The primary mission of Burks United Methodist Church is to connect people with Jesus Christ, his church, and his purpose for their lives. While we are happy to host your event, we would like to remind you that we are the house of God with a church family. We ask that all garbage and other waste from your event be taken to the dumpster located behind the church. We also ask that you take all measures needed to return your reserved space to the condition in which you found it.

- I understand that all trash and other waste must be taken to the dumpster and not left in the space reserved, or in the hallways of the church.
- I understand that I have to return my reserved space to the condition in which I found it, and that I must take all measures to return my reserved space to that condition.

Ministry: The primary mission of Burks United Methodist Church is to connect people with Jesus Christ, his church, and his purpose for their lives. While we are happy to host your event, we would like to remind you that we are the house of God with a church family. From time to time, we have various unscheduled events that appear on our schedule and must take priority over any other scheduled event. Should such an event occur and directly conflict your scheduled event, we will let you know as soon as possible and see if we can offer you another solution, or give you time to make other arrangements.

- I understand that my event is subject to the ministry of the church and that I may have to reschedule or modify my reservation.