

**CORNERSTONE UNITED METHODIST CHURCH  
WORSHIP CENTER-EDUCATION BUILDING SCHEDULE FORM-Revised 8-21-2018**

Usage is Limited to Church Sponsored Groups or Church Activities  
All activities except regularly scheduled church activities should use this form.  
Form can be emailed to Church Secretary: [admin@cornerstoneumc.org](mailto:admin@cornerstoneumc.org)

TODAY'S DATE: \_\_\_\_\_ NAME OF GROUP: \_\_\_\_\_

TYPE OF ACTIVITY/EVENT \_\_\_\_\_

CHURCH MEMBER SPONSOR \_\_\_\_\_

SIZE OF GROUP (circle one) 10-15 15-20 25-30 30-40 40-50 over 50

Have you signed the WC-ED Usage form? YES

Will you need the playground? YES NO

Will you need the sound system? YES NO

If yes, there may be additional costs

Will you need tables and chairs? YES NO

If yes, you are expected to set up and take down the tables and chairs.

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: HOME/CELL \_\_\_\_\_ WORK: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

ROOM REQUESTED: \_\_\_\_\_

EXACT DATES and TIMES REQUESTED(Include set up time in your request): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**YOU MUST NOTIFY THE CHURCH OFFICE AT 281-859-4141 FOR EVENT CANCELLATION. Failure to call will minimize your future opportunities.**

- Area(s) used should be left in the same condition in which they were found. The church member sponsor will be responsible for any damage.
- There will be no alcohol on the church property.
- Food items should be pre-cooked or packaged. No food in the sanctuary. Do not move the grand piano in the sanctuary.
- **You will need to bring your own trash bags and paper goods. Place all trash in the dumpster.**
- Church members may use church facilities for approved activities. Church sponsored groups, such as Boy Scout Troops, must be approved by Trustees. Non-church groups need a church member to be responsible for their activities. Non-profit non-church groups will be asked for a donation.

• SIGNED \_\_\_\_\_ PRINT \_\_\_\_\_ DATE: \_\_\_\_\_ -