

**CORNERSTONE UNITED METHODIST CHURCH  
FAMILY LIFE CENTER (FLC) RESERVATION FORM—Revised 11-25-19**

**Usage is Limited to Church Sponsored Groups or Church Activities or Activities sponsored by a church member. No political functions.**

**All activities except regularly scheduled church activities should use this form to assure space availability. This form must be turned in prior to any room use, and may take up to three weeks to be scheduled by the church secretary.**

Form can be emailed to Church Secretary: [admin@cornerstoneumc.org](mailto:admin@cornerstoneumc.org)

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

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

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

Have you signed the FLC Usage form? YES

Do you plan to sell goods or services? YES NO

If yes, you are expected to tithe to the church

Will you need the kitchen? YES NO

Will you need the sound system? YES NO

If yes, there may be additional costs

Will you need the stage? YES NO

Will you need the sports equipment? YES NO

Will you need tables and chairs? YES NO

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

Who will unlock and lock the building? I have key or ??

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

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

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

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

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

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

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

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**For Groups over 20, there will be a \$200 deposit of which \$100 will be refundable if no damage occurs. \$100 is to cover cleaning and A/C costs. Cash or two checks for \$100 each are required. Church activities and church sponsored groups are exempt unless the facilities are mistreated.**

**SIGNED:** \_\_\_\_\_ **PRINT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_