

# FUMC Boca Raton Calendar Scheduling Request Form

In order to book a room, this form must be completed and returned to the church office:  
FAX 561-392-4096 or email [bclark@fumcbocaraton.org](mailto:bclark@fumcbocaraton.org); you will receive a confirmation by email.  
For questions, contact Becky Clark 561-395-1244 x39 or [bclark@fumcbocaraton.org](mailto:bclark@fumcbocaraton.org).

## Contact Information

Event Title: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Description or Destination of Trip for Bus Use: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Best Phone # \_\_\_\_\_

Email: \_\_\_\_\_ Alt Phone # \_\_\_\_\_

## Room or Bus Request

**\*\*A usage fee may apply for use of a room**

Single Requested Date(s): \_\_\_\_\_ Time Start: \_\_\_\_\_ End: \_\_\_\_\_

**OR** Recurring Dates (example: 2<sup>nd</sup> Monday of each month): \_\_\_\_\_

Recurring Date Starts: \_\_\_\_\_ Ends: \_\_\_\_\_

Room(s)/Bus Requested: \_\_\_\_\_ Campus:  East  West [Code: \_\_\_\_\_]

Number of People Expected: \_\_\_\_\_ Age Group:  Adults  Youth  Children

### For Rooms Only:

Setup Requested:  Yes  No Time Finished By: \_\_\_\_\_ Special Equipment: \_\_\_\_\_

(Show setup on back of form - fees may apply for setup/teardown)

Please give details if you are: (1) requiring reservations; (2) selling tickets; (3) asking for a Free Will Offering:

\_\_\_\_\_

Child Care: Contact Carol Jeroy at 561-866-8582 to make arrangements. Nursery Room: \_\_\_\_\_

## Additional Bus Information

**\*\*Bus Reservation Requirements:**

(1) You must get approval to be a driver. (2) New Driver forms, driver license and appointment with Bill Boettcher must be completed 10 business days before trip. (3) If the trip is over 500 miles, an additional form must be completed 10 business days prior to trip. (4) The buses must be refueled and cleaned out before returning them to the church. (Please fill out Dates/Times under Room Request section.)

Bus #1  Driver: \_\_\_\_\_ Already Approved?

Bus #2  Driver: \_\_\_\_\_ Already Approved?

Office Use Only - Copies:  Bill  Dawn  Other: \_\_\_\_\_ Calendar #: \_\_\_\_\_