

**Humeston Christian United Methodist Church
Facility Reservation Request**

(Reservation will be booked after request is reviewed and approved and full payment is received.)

Please Print

Today's Date _____

Name of Responsible Person Requesting Reservation _____

Address _____

City _____ State _____ Zip Code _____

Phone Numbers: Daytime _____ Evening _____

Email Address _____

Date Requested _____

Time Requested _____

Purpose _____

Rooms & Equipment Being Requested _____

Food Service? Yes _____ No _____

Estimated Number of People Will Be Attending _____

I have received a copy of the Humeston Christian United Methodist Church Facilities Usage Policy approved on 6/14/17 by the Administrative Council and agree to abide by all the information contained in the printed document.

Please Initial _____

Signature of Responsible Person Requesting Reservation _____

Signature of Church Official Accepting Reservation _____

Church Representative Initial _____

Date Reservation Confirmed & Rental Fee Received _____

Rental Fee \$ _____

The church is normally locked outside of business hours. If you will be needing a key, please pick one up at the church during our regular office hours: Monday – Wednesday 8-3. Church phone: 641-877-4641.

(Please mail back to HCUMC, PO Box 218, Humeston, IA, 50123 or email trinityparish@iowatelecom.net)

Office Use Only: Date Approved _____