

**Event Name****FACILITY USE FORM 2010**

Lynn Haven United Methodist Church  
 Mr. Angel Diaz, Church Administrator  
 4501 Transmitter Road, Panama City, FL 32404  
 Office: (850) 265-5231, Fax: 265-8319

www.myLHUMC.net

Date Submitted:

Date(s)/ Day of Week

Time(s)

Event Coordinator:

Phone:

Cell:

E-mail:

**EVENT TYPE**

Wedding

Funeral



Drama



Cantata

Other:

**LOCATION****Number of People attending:**

Sanctuary

Chapel

Youth Room

Fellowship Hall

Conference Room

Parking Lot

Other ( )

Technical Production Support Requested (**Technical Coordinator**)

- Audio  Speaking Vocals  
 Ensemble Vocals  
 Choir Vocals (#)  
 Band (Guitar, Keyboard, Drums)  
 Audio Recording Requested  
 Video  Song Lyrics (provide list)  
 VHS Video Projection  
 Video Recording Requested  
 Lighting  Theatrical Lighting Required  
 Scene Story Boards  
 Stage  Participant Locations (specify)

- Lead Singing Vocals  
 Drama Vocals (provide script)  
 Orchestra (list instruments below)  
 CD Accompaniment Tracks  
 User-Provided Equipment (specify)  
 PowerPoint Projection  
 DVD Video Projection  
 User-Provided Equipment (specify)  
 Lighting Zones  
 User-Provided Equipment (specify)  
 Riser Reconfiguration

Nursery Use Requested (**Nursery Coordinator**)

Number & Ages of Children:

Kitchen Use Requested

Kitchen Staff Requested (**Kitchen Coordinator**)

Other Staff Participation (Pianist, Organist, Custodial, et al):

**Pastoral Staff Participation** (Names) (**Pastoral Secretary**):

Rehearsal Dates/Times: \_\_\_\_\_

Setup & Installation Dates/Times: \_\_\_\_\_

Dress Rehearsal Dates/Times: \_\_\_\_\_

Clean-up Date/Time: \_\_\_\_\_

Other Needs

**LHUMC Use Only**

Requests & Copies of this form to be forwarded to Work-Area Coordinators

Notes, Special Instructions: The following Code was provided to \_\_\_\_\_ (Code)

Request Approved ( )  Copies to Work-Area Coordinators ( )  Church Calendar Updated ( )  
 (initials) Church Administrator (initials) Church Secretary

Administrator – Angel; Adm. Asst. – Joanna; Comm. Sec. – Mo; Technical – Mike–Thomas; Music – Mickey;  
 C. Music – Julie; Youth – Neal – Tyler; C. Ministry – Jennifer – Leah; Little Lambs – Mary; Custodial; Cindy –  
 Nursery; Cathy – A. Education Kitchen- Kathie Pastor Jim Pastor Doug Pastor Nic Wanda MaryEllen  
 Kresta – Worship

