



**ORCHARD UNITED
METHODIST CHURCH**
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May 12, 2009

**Please return the forms with requested
information by Monday, June 8, 2009.**

Dear Committee Chair/Group Leader:

With this planning year's meetings coming to an end, now is the time we ask you to think ahead to the **scheduling and planning for your group's use of Orchard facilities for the next season of activities**. We are in the process of coordinating the programs for Orchard United Methodist Church **for the year beginning September 1, 2009 through the end of August 2010**. Therefore, it is necessary for you and/or your group to determine your needs for Orchard facilities during that time period.

Our church is alive with the Holy Spirit and we fill up the church calendar with activities that connect us with God, with each other, and with the best parts of ourselves. In order to make sure all activities and events are properly scheduled and promoted, we ask that you follow the following guidelines as closely and completely as possible.

Scheduling Request Form for Building/Room Use – Use this form for all programming purposes. Please fill in the form as completely as possible – both sides – including as much information as you currently know.

- **Contact information** – This is the chairperson or main contact person who can be reached in the case of schedule changes or emergencies. This is also the person who is responsible for making sure the group has left the building/room in the appropriate condition.
- **Scheduling information** – Include the name of the group or committee that is requesting use of the building. Please provide as much information as possible to appropriately schedule the building/room usage for maximum functionality.
 - **Recurring use** – Please provide the day of the week your group plans to use the facilities, as well as **the date of your first meeting through the date of your last meeting**. Exceptions to meeting dates should be noted on the back of the form or, if necessary, on an additional sheet of paper (that would include, for example, an every Thursday meeting that will *not* meet on Thanksgiving). Please make sure to indicate whether the event will be held weekly, monthly, or at another regularly scheduled interval.
 - **Time of Event** - Please make sure to include time needed for setup and cleanup of your function, as well as the actual starting time of the event.
 - **Approximate number of people attending** – Please give a rough “guesstimate” as to the number of people who will be attending your events; this will help us to appropriately assign the rooms.

- **Setup requirements** – This section will also help us determine room assignments. Please indicate the basic needs of your group on the front of the sheet and note any special setup needs you may have on the back of the sheet or on an additional sheet of paper.
- **Additional notes and room layouts** – Please provide any additional notes and special room layouts on the back of the sheet, using an additional sheet of paper if necessary.

List of holidays and other dates of note – Please refer to the list of holidays and other dates of note (i.e., community holidays, school closings, church office closings, already scheduled programs, etc.) and double-check the dates against those of your group’s intended meetings/events. *You will want to **reschedule** any dates that coincide with the listed dates.*

As always, we would like to offer these reminders:

- We must be notified every year of your intended dates and requirements. ***We will not schedule your group from the past year’s activities.***
- **Even if your group does not plan to use church facilities** (i.e., spiritual growth, fellowship groups, etc.), **it is necessary that a Scheduling Request Form be filled out and returned** so that those events can be included on the church calendar of activities and in publicity so that people know your group exists.
- Please include all dates you will be meeting, including rehearsal and set-up dates and times, so that they can also be included on the calendar and appropriate space can be reserved.
- **Please provide the office with a Scheduling Request Form for each different type of event or activity your group or committee schedules** (i.e., weekly music rehearsals on one sheet, cantata and/or special music concert on another; regularly scheduled meetings of your group on one sheet, special events/activities – like picnic, auction, rummage sale, etc. – each on a separate sheet). These **separate sheets** are used throughout the year, as scheduled events come up, to make sure that all needs and requirements of the specific events/activities can be noted and met.

The various requests will then be entered on a tentative calendar. **You will be notified of any date conflicts that will need to be negotiated.** We will assign rooms based on the size of the group and the specific needs of the meeting or function when considered with other requests. Your room assignments will be posted on the weekly room assignment calendars that will be prominently posted.

We don’t expect that every date needed can be anticipated months ahead of time, but later, **if you do need to add/cancel a meeting or change a date, the rescheduled date must be cleared through Rev. Margo, Pastor of Christian Ministries, or Linda Hall, Administrative Assistant, before considering the date confirmed.** *If you are planning something new for your group (outside of a regular meeting) that was not included on your original request form, an additional Scheduling Request must be filled out.* Events other than what are included on your original request will not be included on the church calendar and space will not be reserved until a Scheduling Request is filled out and approved.

We look forward to a year filled with activities and connections that are made possible through the opportunities offered by your group.

Please return the forms with requested information by Monday, June 8, 2009.

In Christian service together,

Margo

Rev. Margo Dexter, Pastor of Christian Ministries

Linda

Linda Hall, Administrative Assistant