

FUMC Boca Raton Calendar Scheduling Request Form

In order to book a room or reserve a bus, this form must be completed and returned to the church office:
FAX 561-392-4096 or email bclark@fumcbocaraton.org.

For questions, contact Becky Clark 561-395-1244 x124 or bclark@fumcbocaraton.org.

Contact Information

Event Title: _____ Today's Date: _____

Contact Person: _____ Best Phone # _____

Email: _____ Alt Phone # _____

Room Request

Single Requested Date(s): _____ Time Start: _____ End: _____

OR Recurring Dates (example: 2nd Monday of each month): _____

Recurring Date Starts: _____ Ends: _____

Room(s) Requested: _____ Campus: ☐ West ☐ East

Do you need door code? ☐ Yes ☐ No _____ Number of People Expected: _____

Child Care: Contact Sharon Saige at 561-395-1244 to make arrangements. Nursery Room: _____

Key/DOOR CODE Request ☐ I already have the keys that I need. ☐ I already have the DOOR CODE that I need.

Please complete the following if you have requested a room that requires a key.

Keys are needed for the following rooms:

West Campus: Fellowship Hall, Chapel, Education Building

East Campus: Youth Center, Sanctuary, Handbell/Nursery Room

Please return all keys when your meeting is completed for the day/term.

Please estimate date of return: _____

By signing below, I agree to return the key(s) as specified in the paragraph above.

Signature of Person Requesting Key(s)

Date Signed

Bus Request ****Bus Reservation Requirements:**

(1) You must get approval to be a driver. (2) New Driver forms with driver license 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: _____

Date Key Signed Out: _____

Date Key Returned: _____

Mandatory Rules for Using the Rooms

1. Everyone is required to wear a mask covering their nose and mouth at all times while in the buildings.
2. No more than 25 people in a room at any given time. All people must be the recommended safe social distancing apart (6 feet between each person). If your group becomes unexpectedly greater than 25 people, you may meet outside with up to 50 people.
3. Take the temperature of each person as they enter the room. Anyone with a fever over 100 degrees cannot be admitted.
4. No food or drink is allowed at meetings/gatherings.
5. At the end of the gathering, the room must be disinfected. Please wipe/clean all surfaces used including door handles and light switches.
6. Any COVID-19 cases in your group must be reported to the church office within 24 hours of the group being notified. Please call 561-395-1244 or email: info@fumcbocaraton.org.
7. The check list on page 3 must be completed at the end of each meeting/gathering and placed in the church office mailbox on the East Campus or scanned and emailed to: info@fumcbocaraton.org. Please make a copy of the Check List for you to use for each gathering. Failure to complete the form and turn it into the church office after every gathering within 24 hours will result in your room use being revoked.

By signing below, as a leader of the group, I understand what is required of me to do at each gathering/meeting in order to use space at First United Methodist Church of Boca Raton.

Today's Date

Group Leader's Signature

Printed Name

Check List for Room Use at First United Methodist Church of Boca Raton

Please place the completed form in the Church Office mailbox on the East Campus or scan and email to: info@fumcbocaraton.org. We must receive the completed form within 24 hours after each gathering or your rental may be revoked.

Please check all the boxes below indicating that you complied with each request:

- ☐ All people wore masks covering their nose and mouth at all times
- ☐ Temperature checks were taken
- ☐ No food or drink was in the room
- ☐ Disinfectant was used on all touched surfaces including door handles, light switches, tables/chairs, etc.
- ☐ All people in attendance were told to notify the leader of the group if they become sick with COVID-19

Please select one:

- ☐ The gathering indoors had 25 or less people at all times
- ☐ We met outdoors because our group was over 25 people

Group or name of meeting: _____

Room(s) Used: _____

Room Use Date: _____

Signed by leader of the group: _____