

**Midway United Methodist Church**  
5025 Atlanta Highway, Alpharetta, GA 30004, 770-475-5230

**Request to Schedule Event**

*Please complete this form and submit it to the church office ([office@midwayumc.org](mailto:office@midwayumc.org)).*

Event name \_\_\_\_\_

Description \_\_\_\_\_

Number attending \_\_\_\_\_

Contact person \_\_\_\_\_ Email Address \_\_\_\_\_

Cell # \_\_\_\_\_

Event date(s) \_\_\_\_\_

Reserved date from \_\_\_\_\_ to \_\_\_\_\_

Reserved time from \_\_\_\_\_ to \_\_\_\_\_

Recurring event? Yes or No (Circle one)

If Yes, recurring pattern \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

Specific room requested \_\_\_\_\_

Additional resources

AV equipment TV \_\_\_\_\_ DVD player \_\_\_\_\_

Main Sanctuary AV equipment \_\_\_\_\_ (requires the hired assistance of MUMC AV team member at \$75/hr.)

**Contact person signature** \_\_\_\_\_

By signing this document, I acknowledge and agree, on behalf of my group, that all attendees will adhere to the current CDC guidelines as it pertains to COVID-19, as well as the following guidelines:

1. Name and contact information for all attending for contact tracing, if needed. If attendee discovers he/she had COVID-19 during this event, MUMC business administrator must be contacted ([office@midwayumc.org](mailto:office@midwayumc.org) or 770-475-5230).
2. Anyone exhibiting symptoms of COVID-19 (fever, coughing, sneezing, etc.) should not attend.
3. Sanitization is important. Please have hand sanitizer available and sanitize items used by more than one person between uses (including restroom).