



# Hope United Methodist Church



## DISPLAY TABLE RESERVATION FORM

**TODAY'S DATE:** \_\_\_\_\_

**MINISTRY NAME:** \_\_\_\_\_ **SUBMITTED BY:** \_\_\_\_\_

**PHONE (DAY):** (\_\_\_\_\_) \_\_\_\_\_ **(EVENING):** (\_\_\_\_\_) \_\_\_\_\_

**TABLE(S) REQUESTED OUTSIDE OF FELLOWSHIP HALL:** \_\_\_\_\_

**TABLE(S) REQUESTED IN CORRIDOR OUTSIDE OF GYMNASIUM:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_

**REQUEST FOR EXTENDED TIME: START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please place the completed Display Table Reservation Form in the mail slot of the Business Manager (See back for instructions). Thank you.

## **DISPLAY TABLE RESERVATION FORM**

**The Display Table Reservation Form is used to reserve tables for display of literature and/or communication information related only to upcoming events at Hope United Methodist Church. Display tables are located outside the Fellowship Hall and along the wall in the corridor outside of the gymnasium. Only two tables are allowed at either location, Fellowship Hall and/or the corridor, at any one time. Two chairs will be placed at each table located outside of Fellowship Hall, however, due to safety hazards, chairs are not allowed at the tables located in the corridor.**

**Two ministries will be assigned per table located outside of Fellowship Hall and each ministry area will be encouraged to share equally the table display area. Only one ministry will be assigned per table located in the corridor. Tables may be reserved for up to four (4) weeks. Requests for an extended display time of longer than four (4) weeks must be approved by the Business Manager and should be indicated on the Display Table Reservation Form at the time of the request.**

**The Display Table Reservation Form should be submitted at least seven (7) days prior to the requested “Start Date”. The form can be submitted in writing, via the Hope website ([www.hopeumc.org](http://www.hopeumc.org)), forwarded via e-mail to [hopenews@hopeumc.org](mailto:hopenews@hopeumc.org) or faxed to 248.356.2084. Display tables will not be assigned without a completed Display Table Reservation Form and/or the approval of the Business Manager.**

**The Business Manager will review the request, inform the ministry area of the decision made for the request and post the name of the ministry assigned to each table area. This information will be posted to the top of the table two days prior to the “Start Date” requested on the Display Table Reservation Form.**

**Ministry Areas are responsible for removing all literature and /or communication information from the table display area within 24 hours of the “End Date” stated on the Display Table Reservation Form. The table display area must be completely cleaned and free of debris within this time period.**

**Any literature and/or communication information not removed from the table within the 24 hours of the “End Date” clean up time period and any unauthorized table display of literature and/or communication information that was not approved by the Business Manager will be discarded by the Board of Trustees.**

**Hope United Methodist church will provide the coverings for all tables in an effort to assure uniformity. In the event, the request for a table display is no longer needed; please notify the Business Manager immediately.**