

**Building Reservation Request  
For  
Kitty Hawk United Methodist Church**

803 W. Kitty Hawk Road  
P.O. Box 900  
Kitty Hawk, NC 27949  
(252)261-2062; Fax (252)261-8633  
Email: khumchurch@embarqmail.com

Person Reserving \_\_\_\_\_ Member \_\_\_\_\_ Non-Member \_\_\_\_\_

Date and time of Rehearsal \_\_\_\_\_ Date and time of Wedding \_\_\_\_\_

Bride's Name and Address - (Member or Non-Member -- Circle one)

\_\_\_\_\_  
\_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ Email \_\_\_\_\_

Groom's Name and Address - (Member or Non-Member - Circle one)

\_\_\_\_\_  
\_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ Email \_\_\_\_\_

Name of Pastor officiating \_\_\_\_\_ Phone \_\_\_\_\_

(Check facilities you wish to use)

\_\_\_\_\_ Sanctuary only (\$100 cleaning fee plus \$200 fee for non-members)

\_\_\_\_\_ Sanctuary and Fellowship Hall for reception (\$200 cleaning fee, plus \$500 fee for non-members)

Total amount \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Final amount due 30 days prior to wedding \$ \_\_\_\_\_

Do you wish for your flowers to remain in the sanctuary after the wedding? \_\_\_\_\_

Signature of person reserving \_\_\_\_\_

*Please return this form as soon as possible for it to be placed on our official calendar.  
Feel free to call the church office at (252)261-2062 if you have any questions.*