

## Filling out PDFs on your computer:

With a few steps, as shown in the illustrated instructions below, you can complete charge conference forms on your computer.

To complete form on computer:

1. Open the attachment in Adobe Reader. NOTE: If you are opening the form from a website, you may have to first save the file to your computer then click to open in Adobe Reader.
2. Click on the Fill & Sign button (top right corner). This will open the Fill & Sign Tools dialog box.

BETHANY UMC FACILITIES REQUEST

Please read and complete all applicable sections of this form. Preference will be given to forms that have been completed.  
All requests must be signed and submitted to the church office for calendar approval and coordination.

NOTE: The people of Bethany UMC desire to be good stewards of the resources entrusted to us and encourage donations to help defray the costs associated with providing facilities for your meeting. To donate, please make your check payable to Bethany United Methodist Church.

**REQUESTOR INFORMATION**

REQUESTOR NAME: \_\_\_\_\_ MEMBER OF BETHANY UMC?  YES  NO

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
(two forms of contact required)

**ORGANIZATION INFORMATION**

3. Next, click on Add Text, then position cursor where you want to type in your information and enter the information for your event. Use "X" to check any boxes that may apply and include as much detail as possible. (NOTE: When you click Add Text, a dialogue box will appear at the top of the document (shown below), which will let you modify the typeface, size, and line spacing.)

**BETHANY UMC FACILITIES REQUEST**

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**Add Text**

Add Text Tr It [List Icon] [List Icon] [List Icon] Helvetica 14

costs associated with providing facilities for your meeting. To donate, please make your check

4. Save document and email to office.

If you have trouble, feel free to stop by the office and I'll walk you through the steps.