

## FACILITY USE REQUEST FORM

Please return completed form to the church office as far in advance of date requested as possible to confirm your reservation.

1. \_\_\_\_\_ Date: \_\_\_\_\_  
(Group or Individual requesting use)

2. Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

3. Date(s) Requested: \_\_\_\_\_ If recurring - Start date: \_\_\_\_\_ End date: \_\_\_\_\_

4. Time of day: Begin: \_\_\_\_\_ End: \_\_\_\_\_

5. Member or regular attender who will be present: \_\_\_\_\_

6. I have access to the building (key). I will need access to the building.

7. \*Facilities needed (please circle all areas you plan to use):

- Kellogg Hall
- Kitchen
- Nursery Room
- Field

8. \*Equipment needed:

TV/DVD/ Overhead Projector

PowerPoint Sound System Coffee Pot(s) Use Guidelines. Signature of this form indicates acceptance of all applicable fees and guidelines. Please explain activity to be held: \_\_\_\_\_

Estimated Number of people involved: \_\_\_\_\_

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly. The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See "Responsibilities after Building Use & Kitchen Etiquette" – reverse side)

\_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Responsible Party**

***For office use only:***

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CC:** \_\_\_\_\_ (Office) \_\_\_\_\_ (Building) \_\_\_\_\_ (Ministry Coordinator) \_\_\_\_\_ (Other)  
(Custodian)

**Responsibilities after Building Use** Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity. 1. Collect all garbage into bags and bring it out to the dumpster located in the corner of parking lot. 2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains. 3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up. 4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use. 5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office. 6. Remove any items put up on the walls or set out in connection with your event. 7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up.

\*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen/cleaning supplies closet, or boiler room. Please return these to the place you found them when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed.

**KITCHEN ETIQUETTE** 1. Check with church office for availability of date desired. 2. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen. (If you buy things on sale before your event, \_\_\_\_\_ have an extra refrigerator at home that you can store items in.) 3. Please return items to designated cupboards. Cupboards are labeled for your convenience. 4. Please take home all food and beverage items. We have limited space to store these in our one refrigerator. 5. **Clean-up:** Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed. **Leave used dish cloths and towels in the sink.** They will be picked up and laundered. **Trash:** Trash should be put in garbage cans and tied. Janitor will dispose of bags.

**Thank You for your co-operation.** Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, you may contact Jason Mayo

**Coordinator:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_

Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_

Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_

Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_