

**\*MINISTRY YEARLY ROOM USAGE REQUEST FORM**

1. \_\_\_\_\_  
(Ministry requesting use)

2. Which days of the week/rooms do you request to use, and for what purpose on a **regular basis**?  
Rooms include: Kellogg Hall, Sanctuary, Kitchen, Nursery, Field (or outside areas)

Example:	Day	Time	Room/s	Purpose
	Every Tuesday	7-9pm	Kellogg Hall/Kitchen	Bible Study

3. To the best of your ability please note any planned events outside of the above noted regularly scheduled events for scheduling purposes (such as weekend retreats, all-nighter events, conferences, fellowship dinners along with dates or general times-such as "a fall retreat in October, and Spring retreat in April."). Please also note any needs that you have from the church in connection with each event.  
Example: Winter Men's Retreat September 10-13. We will meet in Kellogg Hall before and after our retreat to pack and pray.

**Note:** Events scheduled at start of the year are most likely to be approved. It is possible to seek permission to set up an event mid-year, but pending the schedules and priority of the Calendar determined during the summer, permission for late requests may/may not be granted, so we recommend thoroughly going over the schedule before the year starts.

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

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

5. Any additional comments (optional): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note:**  
**1: Setup for events should occur on the day of the event after any prior ministries are scheduled for the day. Any set up a day before the event must be confirmed at the office to confirm that another event will not take place during that time.**

**2: Due to limited space/storage, any items needed for ministry from the outside should be brought from home and returned afterwards. Any long-time storage must be approved with the administrator in advance (which is not guaranteed).**

**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 if the bag is full 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 any other equipment to their proper places after your event. Return all rooms used to their normal set up. (Note: All tables and chairs should be broken down and put away unless an agreement with the following ministry has been made). 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 interior/exterior lights are off. Then lock up.

\*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.

**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 unless permission is granted in advance to store it at the church.) 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 on the counter.** They will be picked up and laundered. **Trash:** Trash should be put in garbage cans and brought to the dumpster in the parking lot if they are full. Otherwise, if not full the Janitor will dispose of the bags.

**Outdoor Usage:** Note: Only the white folding chairs are permitted to be used outside. All interior chairs **MUST** stay inside. After use, all sports equipment (i.e. nets, balls, cones), tables, chairs, outdoor furniture, the grill etc. must be returned to their proper place of storage to ensure a clear lawn for the mower to come through. If the grill was used it must be cleaned before putting it away.

**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, and church facilities. Failure to abide by these guidelines may revoke certain privileges for the ministry.

Please note any/all contacts for your events.

the Committee: **Coordinator:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_  
Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_  
Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_  
Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**For office use only:**

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