

FACILITIES RESERVATION REQUEST FORM



CONTACT INFORMATION

Person Requesting Use _____

Home Phone _____ Mobile Phone _____

Email _____

Ministry/Class Represented _____

FACILITIES REQUESTED

(Please check each and every area of the church facilities that are being requested.)

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Pavilion/Playground | <input type="checkbox"/> Nurseries | <input type="checkbox"/> Classrooms |
| <input type="checkbox"/> Chapel (College Center) | <input type="checkbox"/> Tables (Outside/Personal) | <input type="checkbox"/> Other |

If other, please detail here:

USE INFORMATION

Date(s) Requested _____

Times: From _____ AM PM To _____ AM PM

Briefly Describe the Event Below:

I have read and understand the Facilities Reservation Guidelines provided and will take responsibility for use of the facilities. I understand that if these guidelines are not followed, the Church has the right and I agree to pay, an imposed fee of \$250 for proper cleaning as well as the cost of any damages that occur.

Signature _____ Date _____

For Church Use

Church Calendar Clearance Signature _____ Date _____

Minister of Administration Signature _____ Date _____



FACILITIES RESERVATION GUIDELINES

- 1.** All facility usage must be handled through the application process.
- 2.** Completed Reservation Request Form should be returned/mailed to the church secretary.
- 3.** Reservations will be approved on a “first-come, first serve” basis. (If possible, reservation requests should be made with no less than 48 hours notice.)
- 4.** Any person(s), ministry, or class using the facilities are required to leave the facilities in a condition acceptable for Sunday services. No janitorial services are being provided for your event, so it is your responsibility for the following:
 - a. Restroom trashcans should be emptied on the last day of your event. Extra liners are in the bottom of the cans, beneath the liner that is being used.*
 - b. Fellowship hall and kitchen trashcans should be emptied, as needed.*
 - c. Fellowship hall floors should be clean and vacuumed at the end of your event.*
 - d. Fellowship hall tables and chairs should be set-up according to the diagram provided, by the end of your event.*
 - e. Kitchen sink, counters, floors and appliances should be left clean.*
 - f. Kitchen and pantry supplies are only to be used by church groups or for official church events, otherwise paper products such as plates, bowls, cups, napkins, plastic ware, etc., are not provided by the church. It is the responsibility of the group using the facility to provide all necessary supplies.*
 - g. If kitchen dishes are used, they must be washed in hot, soapy water, towel dried, and returned to proper cabinets and/or drawers. Dishes are not to be left in the sink or in the dish drainer.*
 - h. All trash that is collected should be placed into the dumpster near the pavilion.*
 - i. Windows should be shut and locked.*
 - j. Thermostats readjusted to original temperature (if changed).*
 - k. All lights should be turned out.*
 - l. Doors should be locked and pulled closed tightly.*
 - m. Alarm should be set (if applicable).*
- 5.** Those using the facilities are responsible for any damages that occur during usage. Please report any known damages to the church office as soon as possible.
- 6.** The facilities should be used in accordance with Christian maturity and in a responsible manner. As the Bible says, “Whether then you eat or drink, or whatever you do, do all to the glory of God.” (1 Cor. 10:31). Specifically, tobacco, smoking, alcoholic beverages, fireworks, and firearms (and weapons of any kind) are strictly prohibited on or within the church property.
- 7.** For non-church/ministry events, no objects shall be attached to any permanent fixtures, walls or ceiling with glue, tape or tacks except where accessories of this nature are provided.
- 8.** No sound, computer, or audio/visual equipment shall be used without advance permission and/or without having a qualified person operate it.
- 9.** No church furniture or equipment shall be removed from the church property without permission.

FELLOWSHIP HALL SETUP DIAGRAM

