

FACILITY USE REQUEST FORM

Please return completed form as soon as possible to _____, in the church office, if approved confirmation will be sent to you and your reservation confirmed at that time.

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 of the Parish who will be present: _____

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

7. ***Facilities needed (please check all that apply);**

Family Center/Cafeteria _____

Classroom(s) How many? _____

Youth Room _____

Office Foyer Area _____

Kitchen _____

Stage _____

Library/Conference Room _____

Church Hall Meeting Area _____

8. ***Equipment needed:**

TV/VCR/DVD _____ Boom box _____ Overhead Projector _____

Screen: _____ Sound System _____ Coffee Pot(s) _____

Tables: _____ How Many: _____ Chairs: _____ How Many: _____

Use Guidelines, Signature of this form indicates acceptance of all applicable fees and guidelines.

Please explain activity to be held: _____

Expenses to be paid by: _____

The person/organization requesting the use of Church facilities hereby absolve 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/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 - Page2

Signature of Responsible Party

Date

For office use only:

Approved by: _____ Date: _____

CC:

____ (Custodian) ____ (Office) ____ (Building) ____ (Ministry Coordinator) ____ (Other)

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 take out to the dumpster located outside of the kitchen backdoor.
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 church 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 setup.
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 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 church 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 lockup.
8. Washcloths, towels, a broom, dustpan, cleaning supplies etc. are located in the janitor closet. Please return these items to the janitor closet when you are done using them. Used towels and washcloths need to be left on the sink to dry.

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 supplies to the kitchen. *(If you buy things before your event please have extra refrigerator space at home to store these items.)*
 3. Please take home all food and beverage items. We have limited space for storage in our refrigerators.
 4. **Clean up:** Please wash all dishes, pans, utensils, etc. used and put them back in the appropriate place. Wipe counter tops and stove, clean sink and sweep floor. **Leave used dish cloths and towels on the sink to dry**, they will be picked up and laundered by our service company.
 5. **Trash:** Please put all trash in trash bags, tie and take to the dumpster located outside of the back kitchen doors. Make sure there are no bags of trash left outside or beside the dumpster, the city will charge us a fine for this.
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Thank you for your cooperation. Help us with these guidelines so the next person to use the facility will be able to do so without cleaning first.

If you have any questions please contact the church office at 843-662-5674.

Coordinator: _____ Phone _____

Helpers: _____ Phone _____

Helpers: _____ Phone _____

Helpers: _____ Phone _____