

FACILITY USAGE APPLICATION

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

Contact/Individual Name: _____ Date: _____

Non-Profit Profit Group/Organization: _____

Email: _____

Address: _____ Phone: _____

Date(s) Requested: _____ If recurring; Start Date: _____ End Date: _____

Time of Day: Begin- _____ End- _____ # of People Attending: _____

I need access to the building. I have a key.

Facilities needed (please check all the rooms you plan to use):

First Floor

(\$125/floor)

Kitchen

Fellowship Hall

Large Classroom or 2 small classrooms w/divider

Small Classroom

Nursery & Bathroom

Second Floor

(\$125/floor)

Sanctuary
(Weddings/Funerals)

Meeting Room/Office

Lower Level & Outdoors

(\$125/floor)

Large Meeting Room

Back Yard

Equipment/People Needed (please check & circle all the items you plan to use):

Stove, Ovens, Griddle, Refrigerator

Organ/piano (organist \$150)

Large Coffee Maker, Dispensers

Custodial (\$100)

Plates, Utensils, S&P Holders

Chaffing dishes, Serving dishes

Describe the purpose & requirements needed to setup: _____

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.

Signature of Responsible Party _____ Date: _____

Request: _____ Approved by _____ Date: _____ Fees: \$ _____

The responsible party agreed to the fees discussed and totaled on the date of approval.

CHURCH MEMBERS

It is with glad hearts that we offer the use of the Church to our members, for any non-profit use, at NO charge. Our aim is to maintain the value of our historic House of Worship. To that end, any donation that you feel you are able to make would be deeply appreciated.

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. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution.
2. Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
3. If using the kitchen, see below.
4. Remove any items put up on the walls or set out in connection with your event.
5. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off.

*Washcloths, towels, and cleaning products are in the kitchen. Broom, dustpan & mops are in the hall closet. Please return these to the proper place 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 the church office for availability of date desired. There could be more than one activity that uses the kitchen in the same week, and especially before you bring your supplies to the kitchen.
2. Please return all items where you found them.
3. Please take home all food and beverage items. We have limited space to store these in our one refrigerator.
4. 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 island, they will be picked up and laundered.
5. Trash: should be put in garbage cans and tied, they will be disposed of during the week. Please recycle.

Thank You for your co-operation.