



# CHURCH FACILITY RESERVATION REQUEST and AGREEMENT

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

Name of person or organization requesting use of facility: \_\_\_\_\_

Member or regular attender (over 21 yrs. old) who will be present: \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_ How many guests: \_\_\_\_\_

Please state the nature of the event: \_\_\_\_\_

I have access to the building (key) \_\_\_\_\_ I will need access to the building \_\_\_\_\_

Facilities needed: please mark area you would like to use

- |                  |                    |
|------------------|--------------------|
| _____ kitchen    | _____ gym area     |
| _____ sanctuary  | _____ youth room   |
| _____ classrooms | _____ shelter area |

Equipment needed:

The person/organization requesting the use of the church facilities hereby absolves the church, 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 groups or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (see "Responsibilities for Building Use" – reverse side).

I acknowledge that I have read all guidelines for building use and agree to abide by them.

\_\_\_\_\_  
Signature of responsible party

\_\_\_\_\_  
Date

## Responsibilities for 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. Weapons are not permitted on campus.
2. Smoking and alcohol are not permitted on campus.
3. Pets are not allowed inside buildings, unless it is a certified working animal.
4. Candles, incense, or use of open flame device require special permission.
5. Groups will be responsible for any damage to facilities or property caused by misuse, negligence, or carelessness.
6. Collect all garbage into bags and take it out to blue dumpster in the back corner of the parking lot.
7. Wipe off all tables with hot, soapy water. There is also a spray bottle of disinfectant that you should also spray after cleaning with soapy water. If stains occur, please notify office so correct cleaning solutions can be used to remove stains.
8. Return all tables, chairs, and other equipment to their proper places. Return all rooms used to their normal set up.
9. If using the kitchen, please wash and dry all dishes that were used & return them to the cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters, sink, stove, microwave, etc. that were used so they are ready for next use.
10. Remove any decorations
11. Sweep floors. Mop as needed. Leave used dishcloths in sink.
12. Please check restrooms that were used. Please pick up/clean anything necessary for future use.
13. When children attend, they must be under the control of their parents or adults at all times. They are not permitted to roam freely on the church property.
14. Use of rooms does not imply permission to use the nursery or classrooms.
15. If the building is not in use when finished, please check that all doors and windows are locked, lights are off.

\*\*\* Washcloths, towels, oven mitts are in the far right drawers. Broom & dustpan, garbage bags and Swiffer/mop, are in the hallway closet named Jim's closet.