

Request for Use of Church Facility by Non-Member

Personal Information:

Today's Date: _____ Date(s) of Requested Use: _____

Person Completing Request: _____

Address: _____

Telephone: _____

Is this a single-use request? Yes _____ No _____

Times Requested: _____

Organization of Group Requesting Use: _____

Principal Officer/Leader of Group Requesting: _____

Telephone: _____

Address of Local Group Requesting : _____

Function/Activities Planned for This Event : _____

Person in Charge of This Event: _____

Character of Requesting Group:

- Other Church Group
- Non-Church Ministry
- Family
- Informal Association/Community Group
- Non-Profit Organization
- Business Organization
- Other (specify)

Is a member of this church involved in this organization/activity? Yes _____ No _____

If yes, who: _____

Person making request is responsible for cleanup; if another person, please note who:

Home Phone: _____ Work Phone: _____

Areas Needed: *(Check area(s) needed)*

- Sanctuary
- Library
- Fellowship Hall
- Nurseries
- Family Life Center
- Kitchen***
- Playground
- Note other rooms:

Will meals/food be served at the event? Yes _____ No _____

If yes, will it be catered pot-luck type prepared on the premises

****(Use of the kitchen requires compliance with kitchen and food preparation policies of the church. A fee of \$25 made payable to Anita Whitley is required a week before requested date. Please turn in to the church office.)*

Supplies or Equipment of Church Requested (including table and chairs):

Audio/Visual Equipment Needed: (overhead, projector, podium)

Signed by Requesting Person:

I have read the attached facility policies and personally, and on behalf of the requesting organization/group, if any, agree to abide by these policies.

Name: _____ Date: _____

For Office Use:

Deposit Paid _____ Total Fees _____ Balance Due _____
Request Approved by: _____ Date Approved: _____
Date entered on Master Calendar? _____
Keys: Specific Key(s) issued? _____ Date: _____ To: _____
Date Key(s) Returned _____

Facility-Use Guidelines and Policies

Please Read Carefully and Comply With All Policies and Guidelines.

General Policies

1. Permission: No use of the church facilities is permitted without adult supervision.
2. Scheduling: Use of the building must be scheduled **five working days** in advance on the master calendar through the church office.
3. Set-up and clean-up: Person in charge of meeting is responsible for following facilities policies as well as set-up and clean-up guidelines to include a custodial fee of \$75.
4. Coffee and refreshments: These are entirely the responsibility of person in charge of scheduled meeting.
5. Cancellations: In the event of cancellation, it is important to CONTACT THE CHURCH OFFICE as soon as possible at 910-893-4162 from 8:30 a.m. to 3:00 p.m. weekdays.
6. Non-permissible uses: Consistent with our doctrines and practices, certain activities are not permitted in any church facility, whether by our own church or others using the facilities. Among these are the following: Use of alcohol, tobacco, or any illegal substances, open flames other than candles, possession or use of firearms or any other weapons. Food is not allowed in the sanctuary unless used for communion.
7. Insurance, security and supervision: The church may require users of the church facilities to provide assurances of adequate insurance, adequate supervision of activities, and security.
8. Kitchen use includes all cooking utensils but does not include paper plates, napkins, or other disposable items without prior permission. Do not use or borrow any food items from kitchen without prior permission. All food preparation, service, and clean-up must comply with food safety laws, including use of the ice machine.

Clean-Up Guidelines

Our goal is to present a clean and orderly appearance of all church facilities to the glory of God. These guidelines are given for a consistent maintaining of the building. We greatly appreciate your help in working toward this goal.

1. Sunday School rooms: Please leave chairs folded and against wall. In rooms with small chairs, either stack on tables or line against wall. Pick up trash, clean up spills from drinks or food. Take trash out to the dumpster in back parking lot on day used.
2. All other rooms: Pick up trash, clean up spills from drinks or food. Straighten chairs and tables. Take trash to outside cans. **LEAVE ROOM AS YOU FOUND IT!**
3. Nurseries: On day used, empty diaper pails and take to dumpster. Spray diaper pails with disinfectant and replace liner (located in cabinets). Clean up spills from drinks or food. Laundry guidelines are posted in each nursery.
4. **Kitchen: Clean/disinfect all surfaces thoroughly, including countertops, stoves, floors, and ice machine. Remove all leftover food items and replace leftover disposable dishes. Wash, dry, and replace all dishes, pots, pans, and cutlery. Collect all dishrags and return them washed to the kitchen within three days. Place trash in outside cans and replace liners.**
5. Sanctuary: Pick up all trash and replace hymnals on racks. Replace and turn off all audio and video equipment. Turn off all lights.
6. Fellowship room: Replace all tables and chairs to storage. Arrange and replace all furniture as it was upon arrival (including preschool chairs). Mop, sweep, and clean the floor. Remove all trash and replace can liners. Lock entrance doors upon departure. **Leave the facility as it was upon your arrival.**

In Case of Emergency Call

Pastor: (910)893-9638 or

Minister to Youth: (910)514-8585