



FACILITY USE REQUEST & AGREEMENT

Today's Date: _____

Name of Person/Organization Making Request: _____

Church Member Church Sponsored Ministry Non-Member Non-Member Organization

Contact Person(s): _____

Address: _____

Best Phone: _____ E-mail: _____

Request Information

Event Description: _____

If you are an organization not affiliated with the church, please briefly describe the organization's purpose and mission: _____

Organization's Website: _____

Date(s): _____ Day of week: _____

Actual event time: _____ am/pm until _____ am/pm

Start & End Time (including setup and takedown): _____ am/pm until _____ am/pm

Specific room(s) needed (see facility map on reverse side): _____

Equipment Requested: _____

PLEASE NOTE:

The reverse side of this form also needs to be completed.

This form is a request only. The facility is not reserved until the event is placed on the Facility Calendar.

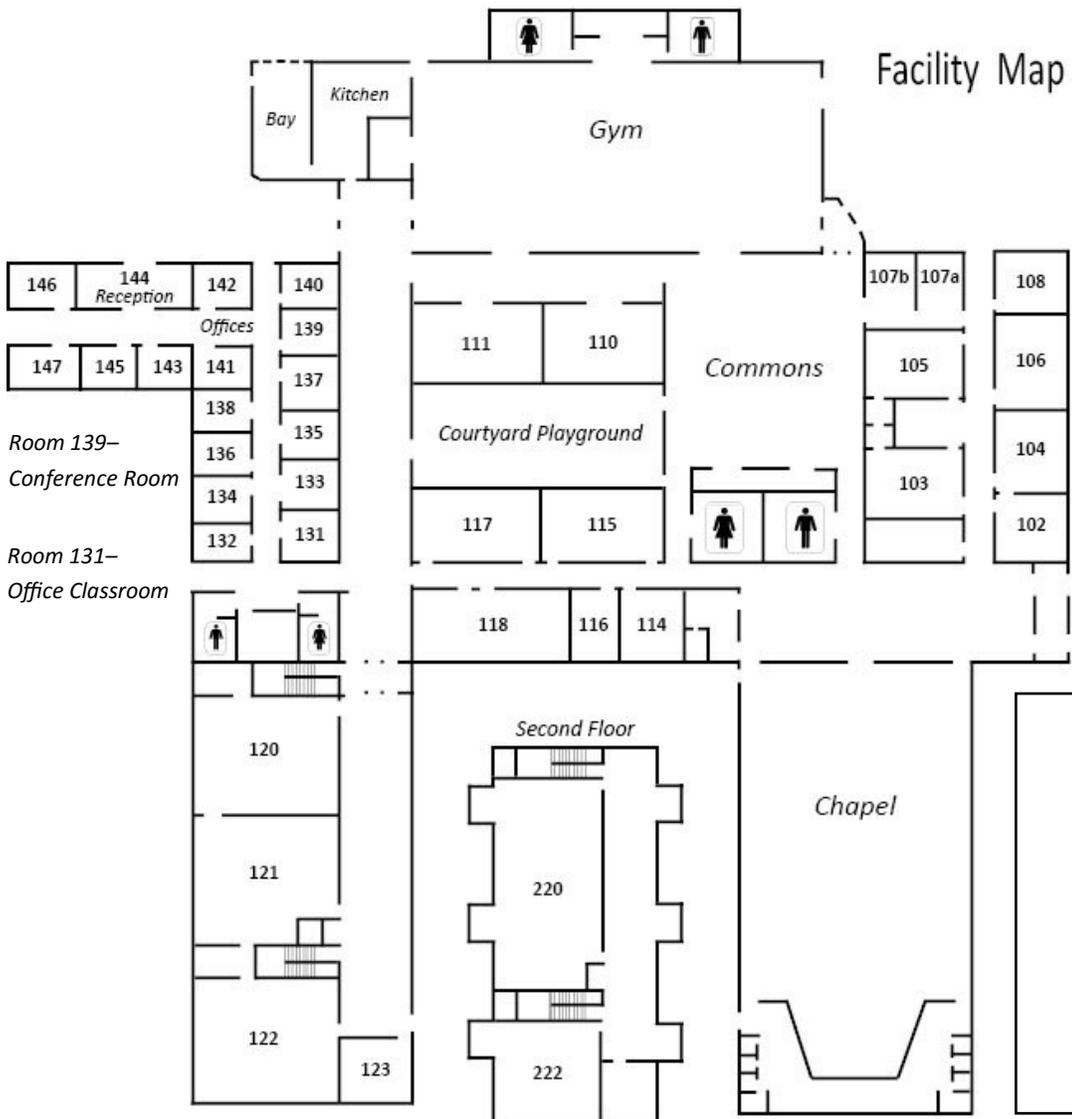
Keys should be returned within 48 hours following the event.

Facility Use Authorized By: _____ Date: _____

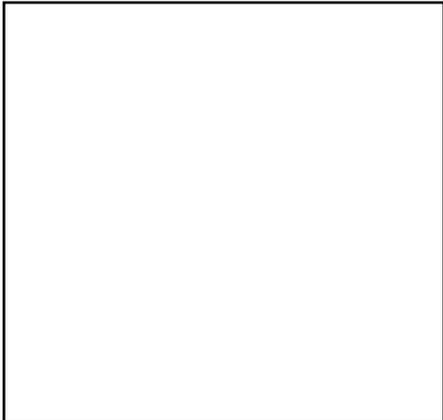
Facility Keys Issued: _____

Comments: _____

Facility Map



If you are unable to setup and takedown the room you are using (tables, chairs, etc.), please draw your room setup here:



CLEANING AGREEMENT

All individuals and groups using the church facility are responsible for cleaning the areas they have used after their event. This includes wiping table tops with #2 cleaner, cleaning the kitchen, picking up trash, vacuuming, and laundering dish towels and tablecloths. Supplies are in the kitchen. Backup supplies are in the garage bay attached to the kitchen. **If there is leftover food and drink, please do not leave it in the kitchen.**

Please answer the following questions:

1. Will you be present for the entire period? ____ yes ____ no
2. If no, who is responsible for opening and closing? Name _____
Phone # _____
3. Who will oversee cleanup? Name _____ Phone # _____

I agree to comply to the above agreement: **Signature** _____