



## FACILITY USE REQUEST & AGREEMENT

**Name of Person/Organization Making Request:** \_\_\_\_\_

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

Contact Person(s): \_\_\_\_\_ Today's Date \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Organization's Website: \_\_\_\_\_

Event Description \_\_\_\_\_

Day of the Week \_\_\_\_\_ Date(s) \_\_\_\_\_

**Actual event time:** \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm

Set Up Start time \_\_\_\_\_ am/pm—Tear Down Start Time \_\_\_\_\_ am/pm—Until \_\_\_\_\_ am/pm

Specific room(s) needed (*see facility map on reverse side*): \_\_\_\_\_

Equipment Requested: \_\_\_\_\_

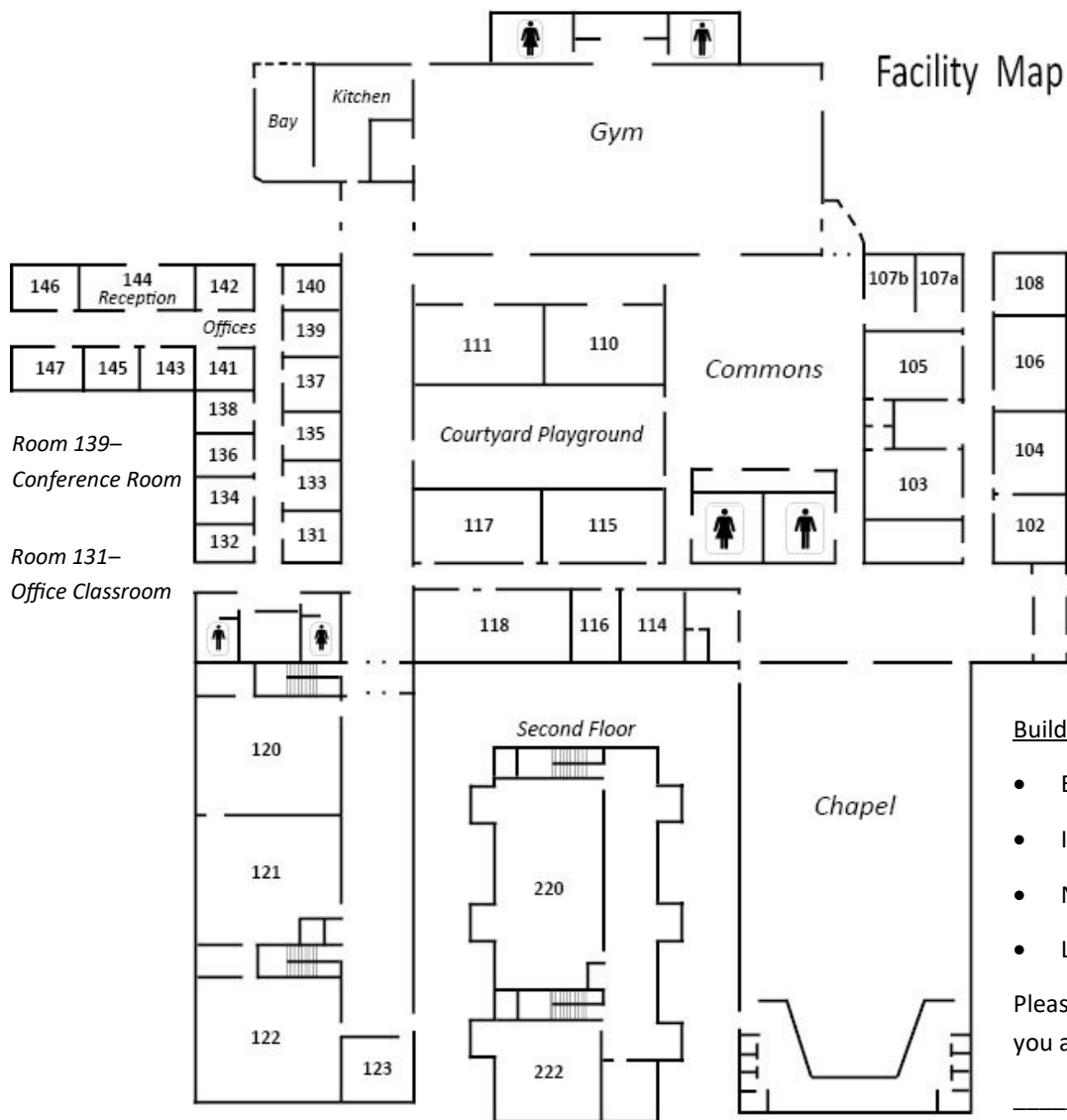
Name of Sound or Tech Person if Needed \_\_\_\_\_

### **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.**

**A Key Request Form Needs To Be Filled out and Signed**



## CLEANING AGREEMENT

All individuals and groups using the church facility are responsible for cleaning the areas they have used after their event and set up and tear down of tables and chairs. This includes wiping table tops with cleaner, cleaning the kitchen, picking up trash, placing trash bags in the bay and vacuuming. 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** \_\_\_\_\_