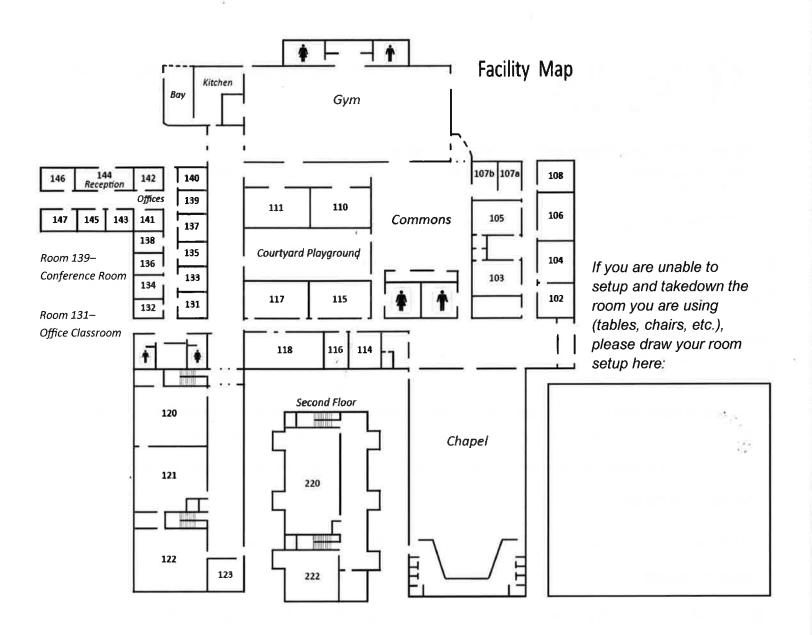


	Drganization Making Reque ☐ Church Sponsored Ministry			
Contact Person(s):	s): Today's Date			
	ress:			
	E-mail:			
Request Informatio				
Event Description:	(-)			
	on not affiliated with the church, p	•	-	
Organization's Website	15			
Date(s):		Day of week:		
Actual event time:	am/pm until	am/pm		
Start & End Time <i>(inclu</i>	ding setup and takedown):	am/pm until _	am/pm	
Specific room(s) neede	d (see facility map on reverse sid	e):		
Equipment Requested:		_		
	PLEASE	NOTE:		
	ne reverse side of this form a st only. The facility is not reserve Keys should be returned within a	d until the event is pla 48 hours following the	aced on the Facility Calendar. e event.	
Facility Use Authorized	Ву:		Date:	



## **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.

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Please answer the following questions:		
Will you be present for the entire period? yes	no	
2. If no, who is responsible for opening and closing?	Name	
	Phone #	
Who will oversee cleanup? Name		Phone #
I agree to comply to the above agreement: Signature _		