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Facility Use Request Form

Please return form to _____ in the lobby office as far in advance of date requested as possible to confirm your reservation.

Church facility for personal events can be reserved for \$50 an hour and the completion of this form.

1. _____ Date: _____
(Group or Individual requesting Use)

2. Address: _____ Phone # _____

3. Date(s) Requested _____

4. Hours Needed – Start _____ End _____

5. Estimated Cost: Number of hours _____ x \$50 = _____

6. Briefly explain what the building will be used for: _____

7. Estimated number of people involved: _____

8. I have access to the building (Key) I will need access to the building

9. Facilities needed:

Lobby Sanctuary Kids Area Loft Other: _____

10. Equipment:

Sound System* Projectors* Coffee Pots

Chairs x _____ Tables x _____

*The use of the church sound system or projectors requires special approval. If not approved, a qualified staff member must be present to run these systems at an additional cost of \$25 per hour.

The person/organization requesting the use of Church facilities hereby absolves the church, its 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 group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See "Responsibilities after Building Use & Kitchen Etiquette" – reverse side)

Signature of Responsible Party Date: _____

For office use only:

Approved by: _____ Date: _____

Special Approval by: _____ Date: _____

Responsibilities after 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. Collect all garbage into bags and bring it out to the dumpster located in the parking lot.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors, vacuum, and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up. (Set the alarm if you are the last person leaving.)

*Paper towels, toilet paper, a broom, a dustpan, etc. are located in the hallway between the bathrooms in the lobby. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.

KITCHEN ETIQUETTE

1. Check with church office for availability of date desired.
2. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen.
3. Please return items to designated locations.
4. Please take home all food and beverage items. We have limited space to store these in our one refrigerator.
5. Clean-up: Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed. Trash should be put in garbage cans, tied, and thrown out in large trash container located in the parking lot. Replacement bags can be found in the hallway between the bathrooms. Please put recyclables in correct container. Recycling bins DO NOT need to be emptied.

Thank You for your co-operation. Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, you may contact Pastor Michael at Michael@Emmausspringfield.com