



Room Reservation Form

I _____ will be responsible for
(Print Name) First Last

the following event _____, on

_____ from (**Reserved time = set-up to clean-up**)

Date (Month/Day/Year)

_____ to _____; (**Event time**)

Beginning (set-up)

Ending (Clean-up)

_____ to _____, in _____.

Event beginning time

Event ending time

Room to be Reserved

I will make sure the facility (Room or rooms being used) are cleaned, and things (furniture, etc.) are put back as it was before it was prepared for the event, including:

- sweeping & mopping the kitchen* (if reserved)
 - rinsing out mop, wringing, and placing to dry
 - emptying mop bucket into outside drain (by Fellowship Hall kitchen) & putting it away
- cleaning & putting away dishes, glasses, cups, utensils where they belong
- **emptying coffee pots & filter brew baskets, rinsing them out, setting in dish drain
- **putting away coffee items in coffee station (cups, cream, sugar, etc.)
- wiping off counter tops (including coffee station), and tables (if no linens were used)
- tying used trash bags & placing them in the dumpster in back parking lot
- removing any decorations, other items brought in for event
- taking down & storing tables that we put up for the event
- storing chairs that we put out for the event
- turn the air conditioner up to 80° (heat to 55° in winter) when leaving

Also, our group will not move, prune, or water the [live] ficus trees in the Fellowship Hall, but will notify the church office if they need attention.

**Mopping supplies are located in the Fellowship Hall cleaning supply room (office staff will show applicant its location).*

*** Use of coffee and condiments are provided for **Church Events Only** (not showers, weddings, etc.).*

My contact info: **Cell:** (____) _____, **Home:** (____) _____

Email: _____

Signed: _____ Date: _____