



Michael Memorial BAPTIST CHURCH

FACILITY USE REQUEST FORM

Please return completed form to the Church Administrator in the church office as far in advance of date requested as possible to confirm your reservation.

1. _____ Date: _____

(Group or Individual requesting use)

2. Address: _____ Phone #: _____

3. Date(s) Requested: _____ If recurring - Start date: _____ End date: _____

4. Time of day: Begin: _____ End: _____ Set-up Time: _____ Exit Time: _____

5. Church Member who will be present/responsible: _____

6. I have access to the building (key). I will need access to the building.

7. ***Facilities needed (please check all that apply):**

Main Sanctuary Classroom(s) How many? _____ Choir Room

Youth Building Kitchen-Fellowship Hall Tables Chairs

Conference Room East Sanctuary Security Parking Lot Help

8. ***Equipment needed:**

TV/VCR/DVD Stereo/Portable Radio Overhead Projector

PowerPoint Sound System Coffee Pot(s)

Use Guidelines. Signature of this form indicates acceptance of all applicable fees and guidelines.

Please explain the activity to be held: _____

Estimated number of people involved: Adults: _____ Children: _____

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)

_____ Date: _____

Signature of Responsible Party

For office use only:

Approved by: _____ **Date:** _____

CC: _____ (Office) (Building) (Ministry Coordinator) (Other)

(Custodian)

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 behind the Fellowship Hall.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using appropriate cleaners or wipes. 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 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. ***See Administrator before securing anything to the walls. Alternatives may be available.***
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, ALL A/C & Heat thermostats are turned off or returned to their programmed settings and lights are off. Then lock up. (Set the alarm if you are the last person leaving.)

*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. **Do Not Leave used dish cloths and towels in the sink. The Ministry hosting the event is responsible for laundering and returning the linens used.**

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 cupboards. Cupboards are labeled for your convenience.
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. **Do Not Leave used dish cloths and towels in the sink. The Ministry hosting the event is responsible for laundering and returning the linens used.** **Trash:** Trash should be put in garbage cans and tied and carried to the dumpster located directly behind the Fellowship Hall. **A/C & Heat:** Make sure the thermostats are turned off or returned to the programmed settings.

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 the _____ Committee:

Coordinator: _____ **Phone:** _____

Helpers: _____ Phone: _____

Helpers: _____ Phone: _____

Helpers: _____ Phone: _____

Helpers: _____ Phone: _____