

# Announcement, Event Information and Building Reservation Form

- Announcement or Event NOT taking place at church complete Page 1
- Event taking place at the church complete Pages 1-3

**Before submitting this form you must communicate with the church office to determine that there are no conflicts with the date of your event.**

PROGRAM NEWSLETTER WEBSITE SUNDAY SLIDES VIDEO

*(Circle each place you would like information to be included)*

Dates for advance notice "Save The Date" begin \_\_\_\_\_ end \_\_\_\_\_

Dates to publish in program/newsletter begin \_\_\_\_\_ end \_\_\_\_\_ Video Date \_\_\_\_\_

Name (person/group in charge/sponsoring event):

\_\_\_\_\_

Contact Person & Phone # \_\_\_\_\_

Name of event: \_\_\_\_\_

Cost: \_\_\_\_\_ N/A

Start Date of Event: \_\_\_\_\_ End Date: \_\_\_\_\_ *Person/persons responsible for unlocking before event and locking church building at the end of the event:*

Start Time: \_\_\_\_\_ End Time \_\_\_\_\_

Location of Event: \_\_\_\_\_

\_\_\_\_\_

Description/information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Picture or graphic – *Please provide via email, zip drive or cd or website address.*

Sign up when & where \_\_\_\_\_ Cut off date(if any) \_\_\_\_\_

Sign up sheets needed? Yes No Is any additional information besides name needed: \_\_\_\_\_

\_\_\_\_\_

Who is invited

All / Men / Women / Children –Age group \_\_\_\_\_

Transportation: Own / Car pooling from \_\_\_\_\_

Other \_\_\_\_\_

Child Care provided: Yes / No / NA

Food: Provided / Bring \_\_\_\_\_

Pastor approved \_\_\_\_\_ Initial & date \_\_\_\_\_

# BUILDING RESERVATION FORM

(Please Print)

*Note: A donation of \$250-\$500 is requested for non-members/attendees using the church building.*

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Decorate/Setup Date \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Please check appropriate boxes for building use:

- |  |                                      |                                     |
|--|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Kitchen             | <input type="checkbox"/> Dining Room | <input type="checkbox"/> Auditorium |
| <input type="checkbox"/> Library             | <input type="checkbox"/> Nursery     | <input type="checkbox"/> Chapel     |
| <input type="checkbox"/> Classrooms # _____  |                                      |                                     |
| <input type="checkbox"/> Other _____         |                                      |                                     |
| <input type="checkbox"/> <b>No Red Punch</b> |                                      |                                     |

Equipment needed: (example: tables, chairs, VCR/TV, sound)

\_\_\_\_\_  
\_\_\_\_\_

Purpose \_\_\_\_\_

\_\_\_\_\_

Organization using facility \_\_\_\_\_

Fee \_\_\_\_\_

\_\_\_\_\_

Approved by - (Elder's Name)

**I assume responsibility for maintaining the condition of the building and will make sure things are secure before leaving. I understand I am to be in attendance during the entire event.**

Name \_\_\_\_\_ Phone \_\_\_\_\_

(Please Print)

\_\_\_\_\_

Signature of Person Responsible

Please read and check items on the attached page, and complete signatures as indicated.

# PATASKALA GRACE CHURCH FACILITY USAGE GUIDELINES

Agreement to complete the following checklist must be made by any person desiring to use the church building, before permission to use the church facility will be granted.

All rooms, hallways, and entranceways used by you and your guests must be returned to their original condition, so that the facility will be clean and ready for regularly-scheduled church activities.

- Secure a church member who has a church key and agrees to unlock the building, be responsible for use of the facility, check that all cleaning has taken place, lock the building, and set alarm upon completion of your activity. See the church office staff for a list of members with keys.
- Return cleaned tables and chairs to their proper places.
- Clean restrooms (toilets, sinks, mirrors, and floors).
- Replenish all paper products (paper towels and toilet paper).
- Straighten all rooms used by you and your guests.
- Vacuum where necessary (especially where food was served/eaten).
- Clean kitchen to its original condition.
- NO RED PUNCH Please!**
- Carry all trash to dumpster and replace with clean trash bags.

If you desire to hire someone from the church to aid you in your cleaning, contact the office and ask for a list of people whom you might contact.

\_\_\_\_\_  
Signature of person requesting use of the facility

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Church Member responsible for the facility during your activity.

\_\_\_\_\_  
Date