

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:

- Kitchen Dining Room Auditorium
 Library Nursery Chapel
 Classrooms # _____
 Other _____
 No Red Punch

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.

If event takes place at the church email copy to Art Smith

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