

Facility Use Request

Org. Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Day of Week: _____

Dates: from ___/___/___ to: ___/___/___

Building Entry Time: _____ Need Heat _

Building Leave Time: _____

Rooms needed:

- | | |
|--|---|
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Room 2 (Food Pantry) |
| <input type="checkbox"/> Kitchen <input type="checkbox"/> with Range | <input type="checkbox"/> Room 3 |
| <input type="checkbox"/> Narthex | <input type="checkbox"/> Room 4 (Nursery) |
| <input type="checkbox"/> Office | <input type="checkbox"/> Room 5 |
| <input type="checkbox"/> Library | <input type="checkbox"/> Sanctuary |

“Close-up Check List” done by _ User _ Church

Quantity of Items to be taken off premise:

Tables _____ Chairs _____ Other _____

Note: Alcohol and Gambling are Prohibited.

CLOSE-UP CHECK LIST

The Housekeeper comes Friday 5 AM to tidy up and do the major chores for congregational Sunday use. To keep the facility nice for the next User, please complete the following check list before leaving the building.

1. **Return tables and chairs as per the pictures below.** Table leg markers are shown on the floor for your convenience. Tables on carriers are stacked neatly.
2. **Check Cleanliness of Areas.** Check/re-clean Fellowship Hall, Kitchen, Gathering Area, Hallway, class rooms, and restrooms floors and by using the dry/wet mop and dust pan or run sweeper on the carpet as necessary. Check the tables and coverings, restroom toilets, walls, and sinks. Crafts should be on separate User provided coverings. Food belongs in Fellowship Hall and Kitchen. Crush recyclables for the container to hold more. Take home your items placed in areas not previously approved by the church. Do not permanent tape on the walls.
3. **Turn off lights.** Check Fellowship Hall, Kitchen, Gathering Area, Hallway, Class Rooms, Sanctuary and porch. Restrooms have automatic switches.
4. **Lock the front center door.** The side doors are automatically locked. The door should be locked while in session per the Safe Sanctuary Policy.
5. **Report problems.** Steve Ream-610.872.3809, Pastor-215.804.9865.

Supporting Information:

1. Dry mops and dust pans are stored in the Kitchen behind the FH door.
2. Wet mop and sweeper are stored in the Housekeeping closet located in the hallway beyond the double doors on the left.
3. The outside trash containers are emptied on Wednesday morning. Please empty the open FH container into the closed Kitchen container and empty that one when necessary. Spare bags are stored under the Kitchen table.
4. Spare paper products are stored in room #2 in the white cabinet.
5. Placement of tables and chairs Visual -

