**FACILITY USE REQUEST FORM- CHRIST BIBLE FELLOWSHIP**

**Please return the completed form to the church office to confirm your reservation.**

**(Group/Individual requesting use)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone # of contact person**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Member or regular attendee who will be present:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have access to the building (key)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I will need access to the building** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Please See Below for Key Return Guidelines.

**Facility Use Guidelines**

**Signature of this form indicates acceptance of all applicable guidelines**.

**Description of Activity:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estimated number of attendees:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by Church Representative**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 green cans located outside.*

*2. Wipe off tables. If food or drink is involved, wipe all tables clean using cleaning products found under the sink. If stains occur, please notify the 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 the 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.*

*7. If the building is not in use when finished, please check that all doors are locked and lights are off. Then lock up.*

\*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen\storage room. Please return these to the kitchen/storage room when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed.

**Kitchen Etiquette**

* Check with the church office for availability of the date desired.
* Clean-up: Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed. Leave used dishcloths and towels in the sink. They will be picked up and laundered.
* Trash: Trash bags should be put in outside garbage cans and tied.

**\*\*Please leave the building key on the kitchen counter in brown basket beside the stove, once cleaning has been completed.**

**Thank You for your cooperation.** This will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, you may contact: