

FIRST CHRISTIAN CHURCH OF DENTON FACILITY USE REQUEST FORM

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

Requestor: _____ Date: _____

Organization: _____ Phone #: _____

Address: _____

Date(s) Requested: _____ Backup Contact: _____

Time of Day: Begin: _____ End: _____

Church Host(ess): _____

- I have access to the building (key) I will need access to the building

Facilities needed (please check all rooms you plan to use):

- | | | |
|--|--|---|
| <input type="checkbox"/> Sanctuary/Narthex | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Nursery I (inside) |
| <input type="checkbox"/> Chapel | <input type="checkbox"/> Fellowship Hall A | <input type="checkbox"/> Nursery II (outside) |
| <input type="checkbox"/> Gathering Area | <input type="checkbox"/> Fellowship Hall B | <input type="checkbox"/> History Room |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> Fellowship Hall C | <input type="checkbox"/> Recording Studio |
| <input type="checkbox"/> Parlor | <input type="checkbox"/> Fellowship Hall D | <input type="checkbox"/> Classroom II (outside) |
| <input type="checkbox"/> Other | <input type="checkbox"/> Fellowship Hall E | <input type="checkbox"/> Community Room |

Equipment needed: _____

Please explain activity to be held: _____

Estimated number of people involved: _____

Use guidelines: Signature of the form indicates acceptance of all applicable fees and guidelines

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 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.

Signature of Responsible Party

Date

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 in the parking lot by the kitchen.
2. Wipe off tables. If food or drink is involved, wipe all tables using a mild soap and water solution. 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 setup.
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 building is not in use when finished, please check that all doors are locked, windows are closed, and lights are turned off. Then lock up.

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

Kitchen Etiquette

1. Check with the church office for availability of the 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 bringing 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 items.
5. **Clean up:** Please do all dishes, put them away, wipe countertops and stove, clean sink, and sweep floor. **Leave used dishcloths and towels in the sink.** They will be picked up and laundered. **Trash:** Trash should be put in garbage cans, tied, and then taken out to the dumpster located in the parking lot by the kitchen.

Thank you for your cooperation. This allows us to better serve the needs of everyone who uses our facilities. If you have any questions, you may contact the church office.

For office use only:

Approved by: _____

Date: _____

CC:

Custodian

Office

Property

Church Host