

Facility Use Request Form for First Baptist Church, Delaware, Ohio

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

Today's Date _____

Group or Individual requesting use _____

Address: _____ Phone number of Contact Person _____

Date(s) Requested: _____ If recurring-Start date: _____ End date: _____

Time of day: Begin: _____ End: _____

_____ I have access to the building (key). _____ I will need access to the building.

Please check all rooms/facilities that are being requested:

- | | | | |
|---|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Gathering Room | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Pianos |
| <input type="checkbox"/> Youth Room (Green) | <input type="checkbox"/> K-6 Room | <input type="checkbox"/> Nursery | <input type="checkbox"/> Sound System |
| <input type="checkbox"/> Other Classroom | <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Foyer Area | <input type="checkbox"/> Other _____ |

Please check all equipment needed:

- | | | |
|--------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> TV/VCR/DVD | <input type="checkbox"/> Boombox | <input type="checkbox"/> Sound System |
| <input type="checkbox"/> Coffee Pots | <input type="checkbox"/> Kitchen Equipment (stove, oven, refrigerator) | |

Use Guidelines:

Signature of this form indicates acceptance of all applicable fees and guidelines.

Please explain activity to be held: _____

Estimate number of people involved: _____

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. (See Responsibilities of Building Use and Kitchen Etiquette")

Signature of Responsible Party Date

For Office Use ONLY

Approved by _____

CC:

Custodian Office Trustees Pastor Other

Responsibilities of Building Use and Kitchen Etiquette:

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 provided and bring it to the blue trash bin at the back door of the facility. Replace trash bags with given bags.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution.
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 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, windows are closed, and lights are off. Then lock up.

**Paper towels, soap, brooms, mops, etc. are in the kitchen behind the door by the refrigerator for use to clean up. Please return these items to the kitchen when you are done. There is a vacuum on the main level next to the blue cabinet across from the men's and women's restrooms. Garbage bags are under the sink in the kitchen.

Building use fees will be determined on a "Case-by-Case" basis. Donations to cover expenses are encouraged.

Building Host Required: A member or associate of First Baptist Church will need to be in attendance at any event held at First Baptist Church.