

APPROVED:  APPROVED DATE:
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## Procedures For Using Church Facilities

1. Contact the church office at least one week prior to the event. Fill out the form below. A ministry assistant will check the ministry scheduler to see if the requested area is available.
2. If your event is not during church office hours, check out a key from the church office. Only a church member can check out a key.
3. Use only the areas of the church you have reserved. Keep participants out of other areas in the building. If you use the building on a Friday evening or Saturday, there will be no custodian to clean the building before Sunday.
4. You will be responsible for cleaning up any mess you make. Sweep up any crumbs and mop up any spills. Bag your trash and take it to the church dumpster. Check the restrooms, pick up any paper, wipe off the counters.
5. Set up the area like you found it. If tables have been set up for Sunday School or Wednesday nights, you will be responsible for setting them back up after you leave.
6. Turn out all lights and make sure the doors are locked.
7. Return the key to the church office during office hours. A ministry assistant will note that you have returned it.

COPIED & GIVEN TO Jim Keith: _____
Contacted requester of approval: _____

## Request to Use Church Facilities

Type of event: \_\_\_\_\_

Area of the church you wish to use: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date of event: \_\_\_\_\_

Time of event: Start time: \_\_\_\_\_ Ending time: \_\_\_\_\_

If you need to time to set up or prepare for the event, what time will set up begin? \_\_\_\_\_

Name of church member responsible: \_\_\_\_\_

Phone number of church member responsible: \_\_\_\_\_

Tables or other furnishings needed: \_\_\_\_\_

This form cannot be used to request use of the gymnasium.  
A separate form is available for requesting use of the gymnasium.

This procedure does not apply to use of facilities for weddings or wedding receptions.  
There is a separate wedding policy available from the wedding committee.