FACILITY USE REQUEST FORM

Please complete this form & return it to the church office with a refundable deposit of $75.

1. _____
(Name of Group or Individual requesting use)

2. Address: _____ Phone#:_____

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

4. Time of day: Begin:_____ End: _____

5. Member or regular attender who will be present: _____

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

7. *Facilities needed (please mark all rooms you plan to use):

- ☐ Fellowship Hall (Living Room)
- ☐ Classroom(s) How many? _____
- ☐ Kitchen
- ☐ Office/Lobby Area
- ☐ Outside Playground
- ☐ Ball Field/Track
- ☐ Bathrooms-Hallway

8. Other Request: _____

Detailed list of activities: _____

_____

Estimated number of people involved:_____

Use Guidelines: Signature of this 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 the use of the facilities. Please report any damage to the church office promptly.

*Approval is subject to change. Building usage is always dependent upon availability.
Church functions will be given priority in building use.

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 after Building Use & Kitchen Etiquette" – *reverse side*)

_____ Date: _____
(**Signature of Responsible Party**)

For office use only:

Date Received:_____ Deposit Received_____ Deposit Returned_____
Date Key checked out:_____ Date Place on Calendar: _____
Approved by: _____ Date: _____

RESPONSIBILITIES AFTER BUILDING USE
KEEP THIS PAGE FOR YOUR REFERENCE DURING YOUR EVENT

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 set-up after the approved event or activity.

1. **Trash**: Collect all garbage into bags and take it out to the dumpster located outside in parking lot near the shed. Replacement bags are under the window counter in the kitchen.
2. **Tables & Chairs**: Wipe tables and chairs with rags dipped in warm water and mild soap. Please return tables, chairs, easels and other equipment to location you found them.
3. **Kitchen Use**: 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 group.
4. **Carpeted Areas:** Vacuum floors as needed.
5. **Vinyl Floor Areas**: Sweep and mop as needed.
6. **Dish cloths and towels**: Place dirty laundry in the crates under 3-bay sink.
7. Remove any items put up on the walls or set out in connection with your event.
8. 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.

*** 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.

Thank You for your co-operation. Please help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, you may contact Rachel Baker (541) 310-1755

**** No smoking, vaping, drinking on Harvest Church property.**