

BUILDING USE FOR FCC MINISTRIES

(Please Print)

Name of Event: _____

Requested By: _____

(One-Time Use) Date of Event: _____

(Reoccurring Use) Day of Each Week/Month: _____

Beginning & Ending Times: _____

IF APPLICABLE:

Set-up Date & Time: _____

Tear-down & Clean-up Date & Time (See "Check List" on Reverse Side): _____

Is Assistance Needed with Set-up or Tear-down? No Yes - Need Help With (Be Specific):

Rehearsal Dates & Times: _____

Other Required Dates & Times in the Building; Provide Reason: _____

Estimated # of People Attending: _____

Room(s) Needed: Sanctuary/Narthex Multi-Purpose Room Choir Room Library Nursery

Classroom(s) - Indicate Preferred Room(s) _____

Kitchen (See "Kitchen Procedures" & "Clean Up Checklist")

Is an A/V Tech Needed: Yes No If Yes, Indicate Equipment Use Needed: _____

Include in Weekly Announcements? Yes No

Is the Church Key Code Required? Yes No

Office Use Only	
Date received:	_____
<input type="checkbox"/> On Calendar	
<input type="checkbox"/> Kitchen Info; Date:	_____
<input type="checkbox"/> PS Notified; Date:	_____
<input type="checkbox"/> AV Notified; Date:	_____
Date(s) to Announce:	_____

BEFORE LEAVING THE BUILDING AFTER MY EVENT, I WILL MAKE SURE THAT:

- The tables, chairs, and other items used are put away in their original area.
- The areas used are clean, vacuumed, and swept. Windows that were opened are closed & locked.
- The kitchen, if used, has been cleaned following the supplied Check List; The dishwasher, stove, ovens, and coffee makers are all turned off.
- The bathrooms have been checked and cleaned up, if necessary; Lights & fans are turned off.
- The trash/garbage has been removed and placed in the dumpster.
- The lights have been turned off.

IF YOU ARE THE LAST PERSON/GROUP TO LEAVE THE BUILDING FOR THE DAY/NIGHT:

- ALL lights in the building must be turned off, except for the light in the entry from the overhang (leave on).
- ALL doors are locked and security bars are in place.
- The Announcements Monitor in the Narthex is to be left ON ...DO NOT TURN OFF.

AGREEMENT:

I will be using the Kitchen and have received a copy of the "Kitchen Procedures" and "Check List": YES N/A

I understand Faith Covenant Church's policy on alcohol and tobacco use is that:

- Alcohol is not allowed on church property.

- Smoking is only allowed outside of the farthest SW entryway and all smoking trash must be disposed of properly (i.e. cigarette butts in the can provided and cigarette packages, etc. into the dumpster).

I have read and understand the above requirements, and the "Kitchen Procedures" and "Check List" if using the Kitchen, and I agree to comply with requirements.

Signed: _____ Date: _____

Home Phone #: _____ Cell #: _____ Work #: _____

Email Address: _____