



# Use of Building Request Form

In order to reserve your use of the building, please return your completed form 10 days prior to your event. We will contact you as soon as possible to let you know if there is a conflict for that date and time. Should your event cancel or change, please contact the Denise Swindell as soon as possible at 410-643-5361.

Sun.       Mon..       Tues.       Wed.       Thurs.       Fri.       Sat.

Date of Activity \_\_\_\_\_ Today's Date \_\_\_\_\_

Name of your activity \_\_\_\_\_

Time you will need into building \_\_\_\_\_ a.m./p.m.

Time your event begins \_\_\_\_\_ a.m./p.m.

Rooms needed for your event:

- Main Sanctuary       Chapel       Seminar Room
- Fellowship Hall       Kitchen       Conference Room
- 107     108     109       Nursery       Class Room(s) \_\_\_\_\_

### To Use the Church Facility, Your Responsibility is:

I, \_\_\_\_\_, will be the accountable person for this event. I will check in and out of the facility with the office manager. I will enter at \_\_\_\_\_ door.

I \_\_\_\_\_ Do/Do Not \_\_\_\_\_ have keys to enter with. I will be responsible for: (1) leaving the room(s) in order; (2) disposing of all trash in the dumpster located in the rear of the lot; (3) if kitchen is reserved, it shall be cleaned per kitchen use instructions; (4) if supplies are used, they shall be put back in their storage places.

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Number attending \_\_\_\_\_ If nursery, how many children? \_\_\_\_\_

Nursery use needs to needs to be arranged with Nursery Coordinator Caron Norton at 410-820-9586.

Number of 6- foot straight tables needed for food and beverage \_\_\_\_\_

Number of 6-foot tables with chairs needed \_\_\_\_\_ (6-8 chairs per table)

Equipment needs: Podium \_\_\_\_\_ piano \_\_\_\_\_

Cassette /CD player through system (if available) \_\_\_\_\_ Screen \_\_\_\_\_

Extension Cord \_\_\_\_\_ DVD/TV monitor \_\_\_\_\_

Paper product (available to church ministry functions)

Dinner plates \_\_\_\_\_ Bowls \_\_\_\_\_ Cups \_\_\_\_\_

Cake plates \_\_\_\_\_ Napkins \_\_\_\_\_ Coffee cups \_\_\_\_\_

Forks \_\_\_\_\_ Knives \_\_\_\_\_ Spoons \_\_\_\_\_

• Please read policies on back of page.

## Church Policies in regard to Use of Building

1. If you will be using fellowship hall on weekend, please speak with office manager in regard to any possible set-up required for Sunday morning services.
2. Please sweep and clean-up all trash and dispose of trash in the dumpster located in the rear of the lot.
3. If you do not have a key to the building and require one to get into the building during non-office hours it is your responsibility to make sure you have made arrangements to receive a key during office hours. (Office hours are Monday through Friday 9 am – 5 pm).
4. If food will be sold then you need to have an inspection done by the Health Department prior to your event. You will then receive a food permit from the Health Dept. to display in the kitchen during your event.
5. All damages and breakage are to be reported to the Office Manager.
6. All damages shall be repaired by the church and the party involved billed for the costs incurred.
7. Groups using the building must confine their activities to the space allocated to them.
8. Doors locked and lights and air conditioners turned off by the person or persons responsible for using the premises.
9. A \$75.00 will be charged to cover clean –up for late Friday night or Saturday so building is ready for Sunday morning services.
10. There is an elevator only in the Phillips Building.