

Date _____

Church of God of Exeter Facility Usage Form- One Time Event

Church Ministry: _____

Event: _____

Name of Contact Person: _____

Event Date: _____

Contact Phone Number: _____

Times: From _____ to _____

E-mail: _____

How many people will be in attendance? Adults _____ Children _____

Will food be served? Yes _____ No _____

If yes, will you be requiring the use of the church kitchen? Yes _____ No _____

What rooms will be needed? (Check all that apply)

____ Family Life Center / Sanctuary

____ Kitchen

____ Nursery Room(s)

Contact Terri Holaday for approved childcare list*

____ Chapel

____ Classrooms (Family Life Center) Room # _____

Will the audio/visual systems be needed?

Contact the church office to arrange for a sound technician.*

Family Life Center Yes _____ No _____

Chapel Yes _____ No _____

<p style="text-align: center;">Will church supplies be needed? Please list quantities requested.</p> <p>Paper goods: _____</p> <hr/> <p>Tables & Chairs: _____</p> <hr/> <p>Television/DVD/VCR _____</p> <p>Other: _____</p> <hr/> <hr/> <hr/> <hr/>
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You are responsible for all setup, teardown, and clean up of all rooms that you use.

* Please contact the authorized person as soon as possible. Use of the nurseries, sound room, and audio/visual equipment is contingent on whether these people are available for your event.

Please return this form to the church office. Your event will not be scheduled until this form is turned in.

**Church of God of Exeter
Facility Usage Form**

General Guidelines of the use of Church Facilities:

Our church facilities are a valuable resource to be used in fulfilling the mission and purpose of the church of God of Exeter. Therefore, it is in keeping with good stewardship to take care of this valuable resource, while providing access to our members and our community. The following guidelines have been established with that purpose in mind.

Kitchen: Use only food that is specified for your event. Please remove **all** food that is not used. Any church utensils (plates, flatware, etc.) and equipment (stove, coffee pots, carts, etc.) that are used must be cleaned and put away before you leave. *Church supplies are only to be used if requested and authorized by the church office.*

Family Life Center: If food is served or eaten in the Family Life Center, all spills and crumbs are to be cleaned up before leaving. You are responsible to be sure that all chairs and tables are put away before leaving. If sports equipment (basket ball goals, volleyball net, etc.) is to be used, it must also be put away. When using the sports equipment, care must be taken to move the speakers and microphone stands out of the way on the stage. These must also be returned to their original positions. It may be necessary to vacuum the carpets, depending on the activity.

Nursery Rooms: Authorized child care workers approved by the Church of God of Exeter are the only people to be in charge of the nursery rooms. All diapers and other trash are to be removed before you leave.

Sound System: Authorized sound technicians approved by the Church of God of Exeter are the only people to be in charge of the sound system, unless you are bringing all of your own equipment. All church equipment used must be put away before you leave.

Classrooms: The supplies in the classrooms are only to be used by the Sunday School teachers in these rooms. Any others must bring all of their own supplies (paper, pencils, dry-erase markers, etc.). Classrooms are to be cleaned before leaving, including picking up and removing trash, cleaning off the tables, marker boards, and removing any items brought into the rooms. It may be necessary to vacuum the floors. Please leave the classrooms exactly as you found them.

General: All areas used are to be kept clean and returned to an orderly state. Trash is to be removed to the bin in the alley behind the church. Restrooms are to be used appropriately, and lights are to be turned off before you leave. Any air conditioning or heating units that were used must be turned off. The building should be secure when you leave.

Because of Sunday morning services, if you use the Family Life Center on a Saturday, you will need to set up chairs for Sunday morning.

I have read these guidelines and understand my responsibilities.

Signature _____ Home Phone _____
(Person in charge of event)
Cell Phone _____