**First Presbyterian Church of East Avon**

**FACILITY USE REQUEST FORM**

Please return completed form to Jessica White Church Admin as far in advance of date requested as possible to confirm your reservation.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Group or Individual requesting use)

1. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date(s) Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If recurring - Start date: \_\_\_\_\_\_\_\_\_ End date: \_\_\_\_\_\_\_\_\_
3. Time of day: Begin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Member or regular attender who will be present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. I have access to the building (key) I will need access to the building
6. \* Facilities needed (please circle all rooms you plan to use)

 Fellowship Hall Sanctuary

 Kitchen Basement Youth Area

 Outside

1. \*Equipment needed

 Coffee Pots Refrigerator Space

 TV Sound System

Use Guidelines. Signature of this form indicates acceptance of all applicable fees and guidelines.

Please explain activity to be held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Estimated number of people involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

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**

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| ***For office use only:*** **Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **CC:** **\_\_\_ (Custodian) \_\_\_ (Office) \_\_\_ (Building) \_\_\_ (Session) \_\_\_ (Other)**  |

# Responsibilities after Building Use

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 setup after the approved event or activity.

1. Leave the facility the way you found it or in better shape than it was. If you find something broken/damaged that should be fixed, let us know. Accept responsibility for any damages your group may have caused while using the building.
2. Collect all garbage into bags and bring it to the outside garbage containers.
3. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
4. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
5. If using the kitchen, 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 use.
6. Remove any items put up on the walls or set out in connection with your event.
7. As you leave the building, make sure the lights are turned off, the doors are locked, the ovens and coffee makers are turned off, and the thermostat is set to 62oF or the air conditioners are turned off.
8. No food or drink other than water is permitted in the sanctuary.
9. The First Presbyterian Church of Avon is an alcohol and drug free campus. Smoking is permitted outside of the building using the smoker’s outpost for cigarette butts.
10. If you are using the building for a wedding, a congregation member will be present to help you find things for the wedding rehearsal and on the day of the event.
11. You will be provided with contact information for someone in the congregation for emergency issues that may come up.
12. A checklist will be provided to ensure the facilities are returned to the original state.

 \*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.** Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the facility. If you have any questions, you may contact the Building Use Committee:

**Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Helpers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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