## First Presbyterian Church of East Avon Member Facility Use OR Equipment Loan

5605 E. Avon Lima Road, Avon, NY 14414

• Please return the completed form to Jessica White (Church Admin) at least 2 weeks prior to the event to confirm your reservation.

Name of Member Requesting Facility Use & Email Loan Use: Yes or No Type of Function \_\_\_\_\_ Estimated Number of people involved Date(s) Required: Time(s) Required: (Set-up and clean-up times must be included in the hours) PM Facilities needed (please circle all rooms you plan to use) ☐ Sanctuary (reminder: no food in the Sanctuary) Fellowship Hall ☐ Kitchen ■ Basement Youth Area Outside Furniture / Kitchen Requirements (\* OK to for Member to Borrow, please indicate number required) □ \*Tables – Round (# Required / Borrowed ) ☐ Refrigerator Space □ \*Tables – Rectangular (# Required / Borrowed
) ☐ Portable Mic / Speakers ☐ \*Chairs (Required / Borrowed \_\_\_\_\_) Organ or Piano \*Tablecloths (Required / Borrowed \_\_\_\_\_) ☐ Sound System \*Coffee Pots (Required / Borrowed) ☐ Other \*\*\* Sound System: If renter requires the use of the sound system or organ, the church office admin will direct you to a person who is qualified to authorize and instruct on use. The member requesting the use of Church facilities hereby absolves the church of any liability for personal injury to any individual resulting from the use of the Church facilities. The member agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage promptly. The member using the facility is responsible for set up, clean up, and return to normal of the facility. (See "Responsibilities after Building Use") Signature of Responsible member \_\_\_\_\_

Copies to be sent to: Session, Custodian, Building Use Committee, Treasurer

Email: Office@eastavonchurch.com

## **RESPONSIBILITY AFTER BUILDING USE**

- 1. Leave the facility the way you found it or in better shape than it was. If you find something broken/damaged, let us know. Accept responsibility for any damage 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, Sweep Floors. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, please notify the office so correct cleaning solutions can applied to remove stains.
- 4. Return all the 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 beverages with you unless specific plans for usage have arranged. Wipe counters and leave the 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 60°F 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, please contact a deacon who will help you find things for the wedding rehearsal and on the day of the event (ie candles or sacramental cloths).

\*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.