

FEFC FACILITY USE/CALENDAR RESERVATIONS

NOTE: This form must be received completed two weeks prior to the event to assure proper cooling or heat needs. Please sign the back of this form to indicate your understanding and agreement to the policies stated. Use the checklist on the back of this form to complete the facility use process your understanding and agreement to the policies stated.

For Office Use Only:
 Date Rec'd: _____
 Date Posted: _____

PERSON(S) IN CHARGE & PHONE # _____

PERSON(S) SECURITY & PHONE # _____

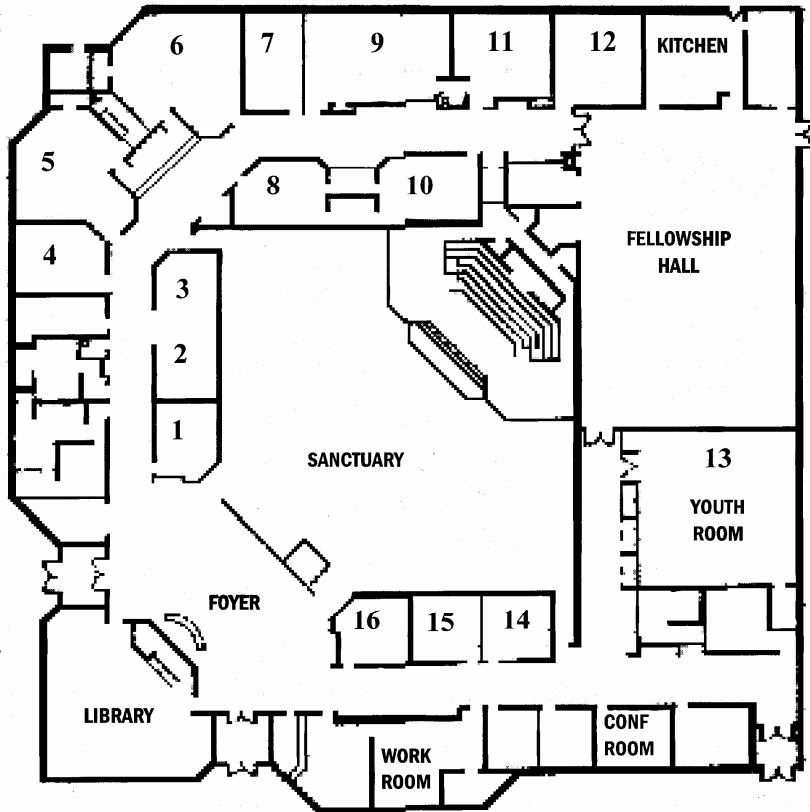
NAME OF GROUP: _____

NAME OF EVENT: _____

DATE(S) NEEDED:
 _____ / _____ / _____
 Month Day Year

TIME(S) NEEDED:
 _____ TO _____
 Time Time

***Use map to shade in rooms that will be occupied.**



***NOTE:** A separate reservation form must be completed in order to use the nursery. Please obtain this form from the church office or the toddler nursery door. The completed form must be returned to FEFC office 2 weeks prior to the event. (Exceptions to the 2 week requirement are made in emergencies.)

FURNITURE/EQUIPMENT NEEDED - Contact FEFC office staff to reserve

- _____ Sanctuary Sound System ___ Microphone/Amplifier _____ Piano
- _____ Podium ___ Chairs _____ Tables _____ VCR _____ Music/Musician
- _____ Overhead Projector _____ Easel/White Board (with markers & erasers)
- _____ Silk Plants/Flowers

Other _____

WEDDING SET UP (Arrange sanctuary with center aisle, etc.)—Fee is \$15 per hour (minimum \$15).

Stewardship statement—God has blessed FEFC greatly and it is the responsibility of all of us to maintain the facility in a respectful and appreciative manner. We also need to keep in mind the right of the next person/group to use the facility; they too want to have a neat clean area to work or worship in.

NOTE: Set up and clean up is the responsibility of the ministries using the facility. Charges may be levied if paid staff must come in to set up or tear down and clean up the facility after an event.

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(FOR CHURCH FUNCTIONS)**

I, _____ will follow and adhere to the rules and check lists below:

- ?? **Make no copies of the key.**
- ?? **Lend my key out to no one.**

EVENT PLANNING CHECK LIST:

- _____ Check out a key for the church if needed.
- _____ Designate one person for security. (Responsible for final lock up on the day of the event and when the group is setting up. See the final security lock up check list.)
- _____ Church staff contacted regarding equipment/facility needs.
- _____ People assigned for set up and then clean up and tear down.

CLEAN UP CHECK LIST: (See separate supplies location list.)

- _____ Clean all of the areas and equipment used including hallways, bathrooms, tables, etc.
- _____ Sweep/vacuum floors
- _____ Return all furnishings and utensils to the area from which they were obtained.
- _____ Remove garbage to the bin outside. (Do not leave bags of garbage in the rooms or hallways.)

FINAL SECURITY LOCK UP CHECK (Please do not try to save time by omitting/ignoring this part of the facility closing.)

- _____ Check and lock all windows in the rooms used.
- _____ Lock the doors of the rooms used after they have been cleaned and put in order.
- _____ Check the rooms, hallways and bathrooms for cleanliness. (Make sure no faucets are left on, that the toilets are flushed and the lights are turned off.)
- _____ Check all doors to make sure they are locked. Pay special attention to check the small door from the kitchen to outside, also the double doors that exit directly outside from the Fellowship Hall. You will need to actually apply pressure to the doors to assure they are properly closed. (Never leave the building unattended and unlocked.)
- _____ Make sure that all the lights are turned off.

The decision regarding usage of the facility will be made by the Administrator, using the policies related to FEFC purpose. If there is a question regarding the appropriateness of that use, the request will be submitted to the Building & Grounds Committee and/or Deacons for final determination. This form must be submitted by all groups using the church facilities.

Office Use Only

Number of Key Issued for Location: _____

Approval: _____ Date of Receipt: _____