

**EMMANUEL SDA/ ABIDING WORD FELLOWSHIP CHURCH FACILITY USE  
REQUEST FORM**

*Please return completed form to (\*William Dean, Jessica Hayward, or Iris Taylor) as far in advance of the requested date as possible to confirm your reservation.*

\_\_\_\_\_ Date: \_\_\_\_\_  
(Group or Individual requesting use)

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time of day: \_\_\_\_\_

Begin: \_\_\_\_\_ End: \_\_\_\_\_

Responsible person(s) who will be present: \_\_\_\_\_

I have access to the building (key).     I will need access to the building.

**Facilities Needed (please check all rooms you plan to use): as far in advance of date requested as possible to confirm your reservation.**

Kitchen    Sanctuary    Fellowship Hall    Conference Room    Field    Court Yard

**Equipment needed: (please check all the equipment you plan to use): as far in advance of date requested as possible to confirm your reservation.**

TV/ DVD    Overhead Projector/PowerPoint    Sound System    Piano    Organ  
 Keyboard    Drums    Microphones    Copier    Stove/Oven    Refrigerator  
 Other \_\_\_\_\_

**Use Guidelines.** Signature of this form indicates acceptance of all applicable fees and guidelines. Please explain activity to be held \_\_\_\_\_  
Estimated number of 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)

\_\_\_\_\_  
**Signature of Responsible Party**

\_\_\_\_\_  
**Date**

For office use only: Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

CC: \_\_\_ (\*Mr. Dean)   \_\_\_ (J. Hayward)   \_\_\_ (H. Goodloe)   \_\_\_ (A. Hayward)   \_\_\_ (I. Taylor)  
          Head Deacon       Admin. Asst.       Pastor               Hospitality       Head Clerk

\*Abiding Word Fellowship

## **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.** Collect all garbage into bags and bring it out to the dumpster; located out front by the large tree. **2.** 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. **3.** Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal set up. **4.** If using the kitchen, please wash and dry all dishes used and return them to the correct cabinet and/or destination. 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. **5.** Sweep floors and mop as needed. Report any damage to equipment or property promptly to the Mr. Dean. **6.** Remove any items put up on the walls or set out in connection with your event. **7.** If the building is not in use when finished, please check that all **doors are locked, windows are closed, and lights are off.** Then lock up. (Set the alarm if you are the last person leaving.)

## **KITCHEN ETIQUETTE**

**1.** Check with church office for availability of date desired. **2.** There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen. 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. **3.** Please return items to designated cabinets. Please take home all food and beverage items that are left over; we have limited space to store these in our refrigerator. Clean-up: Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed. Leave used dish cloths and towels in the sink. They will be picked up and laundered. 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 kitchen.

If you have any questions, you may contact the Hospitality Coordinator: Alma Hayward

**\*Abiding Word Fellowship Church, please contact William Dean for any questions or concerns.**

Thank you,  
Emmanuel SDA Church