

BEREAN CHURCH FACILITY USE INFORMATION FORM

(Date and time must be authorized prior to use of the facility)

Date of Anticipated Use: _____ (Time) From: _____ AM PM To: _____ AM PM

Name of Organization (group) _____

Address of user _____ Telephone # _____

1. What kind of activity will be held? _____

2. Will the group require the use of the nursery? Yes No

3. How many persons will be involved? _____

4. How many tables and chairs are needed? Tables _____ Chairs _____

5. Will your group require the use of the kitchen? Yes No

6. Will your group require the use of a PA system? Yes No

7. Will your group require the use of the audio/visual equipment? Yes No

8. How much time is needed to set up and/or clean up? Setup _____ Cleanup _____

9. Is building access needed night before or day after?

Before Yes No After Yes No

10. Will the group be inviting guests to attend? Yes No

If yes, please explain: _____

I have received and read a copy of the Rules and Regulations for use of this Facility:

Person Responsible for the group: _____ (Print Name)

Title: _____

Date Signed: _____

Signature: _____

(Forms are available in the display just outside the Church Secretary's Office or online at www.berean.us)

Please submit online or leave in the designated box just outside the Church Secretary's Office. In order for use to be granted by the Deacon Board, it will be considered at the next Deacon meeting.

(For Official use only)

Date Received by the Pastor/Deacon Board: _____

Date Approved by the Deacon Board: _____

Authorization signed by: _____

CHECK LIST FOR EACH APPROVED ACTIVITY RESPONSIBILITIES:

(Detach this form and keep with you)

General Rule of Thumb: "Leave the facility prepared for the next user just as you would want it ready for you"

(If any of the following area(s) does(do) not apply for what you used, you can disregard that item)

FELLOWSHIP HALL AND ROOMS USED

1. Tables and chairs stored or properly arranged and wiped off.
2. Floor vacuumed
3. Trash emptied with new plastic bags in containers
4. Have the room ready for the next use
5. Restrooms ready for the next activity

KITCHEN:

1. Supplies cleaned, washed and put away
2. Appliances, sinks and cupboard tops cleaned
3. Trash emptied with new plastic bags in containers
4. Floor swept and mopped
5. The towels and dish cloths need to be taken home and laundered and returned.

PAPER AND SUPPLIES

Please let the church secretary (secretary's office or bereanchurch@q.com) know if supplies need to be replenished after your activity.

NURSERY

All toys cleaned (disinfected if a child had a fever or runny nose) and put away

God has allowed us to have his wonderful facility and we appreciate your help.

THANKS.