

REQUEST FOR FACILITY USE

(Please give form to Kathy Epps in the Church Office or email to kepps@belmontfoursquare.org)

Name: _____ Phone No.: _____

Email: _____

Activity to be held: _____

*The church facilities are not permitted to be used for "personal profit" events
(i.e., candle parties, jewelry parties, etc.)*

Room Requested: (please circle) **FLC** **CLC** **Sanctuary** **Other:** _____

Date of Activity: _____ Time: Start _____ End _____

*Note: Start time is when you need access to the facility for set-up, decorating, etc.;
End time is when you will be finished clean-up and ready to leave the facility.*

DO YOU NEED?

Kitchen Facilities Yes No If yes, provide specifics below.

Tables/Chairs Yes No If yes, how many? _____

Special Requests/Needs: _____

Requestor Responsibilities:

1. Setting up/putting away equipment, tables, chairs, etc.
2. Areas used to be cleaned after event (e.g., pick up trash, sweep, mop spills, etc.).
3. Turn off all lights before leaving.
4. Children are supervised at all times by responsible adults.
5. **CLC Use:** The stage area is NOT a playground and NOT part of CLC usage. Please keep all children OFF the stage.
6. If garbage cans are full, remove liner to trash bin in parking lot and replace liner.

Church Use Only

Event Scheduled: Yes No If no, why not? _____

Requestor notified on _____ via (circle one) *phone call* *email* *in person*