

First Congregational Church Building Use Request Form

Event/Group Name: _____ Today's Date _____

Event Reason: (i.e. wedding, Girl Scout meeting, banquet etc.) _____

Contact Name: _____

Address: _____ City _____ St _____ Zip _____

Email: _____

Phone: _____ (W) _____ (H) _____ (Cell)

Single Event Date: _____

Recurring Event:

- Meeting Day (e.g., "2nd Thursday of month") _____
- Date: Start _____ End _____
- Time: Start _____ a.m. / p.m. End _____ a.m. / p.m.

Check all that apply:

Parish House _____ Kitchen _____ Church _____ Key _____

Key Request:

Expected return/term expiration _____

Key Information

Date of Issue _____ Key ID(s) _____

I understand that keys are issued to me for my use only. I will not have copies or duplicates of these keys made, nor will I allow others to do so. When my term/position expires, I will return these keys to the office staff of the First Congregational Church. If these keys are lost or stolen, I will report it immediately to the staff or Pastor.

I have received and read the building use (back page) and key rules. I understand and agree to abide by these rules.

Date _____ Print Name _____

Signature _____

Do Not Write Below Line – Official Business Only

Date Approved _____ Date Denied _____

Pastor/Trustee (Print) _____

Pastor/Trustee Signature _____

Date Key Returned: _____

Keys turned in to (Print Name) _____

(Signature) _____

office@firstuccgaylord.org 989-732-5726

Please make a copy. Copy to Client and Church will keep original.

5/25/2017

First Congregational Church Building Use Rules

To those who use our Fellowship Hall:

We are very glad to share our building with you and are glad you are here. We do however have some expectations:

- ❖ Church functions may occur on your scheduled times, these would take precedence over outside meetings. On those occasions the church basement may be available for your use.
- ❖ Please leave the building as clean as you found it with furniture placed where it was upon your arrival.
- ❖ Table tops sanitized and chairs wiped down.
- ❖ Carpet and floors vacuumed if needed.
- ❖ Bathrooms checked and cleaned if necessary (make sure toilets are flushed and clean).
- ❖ All lights and fans off.
- ❖ All dishes and utensils washed, dried and put away. If you need to use the dishwasher please read and follow instructions.

Dishwasher Instructions

- At least 20 minutes before using the dishwasher push the green "On" button. (while it is warming up it will go through many numbers)
 - Load the rack with dishes and slide into the washer, push the white "Wash" button. (the wash will take 90 seconds and will go through many numbers including up to 190)
 - When all done push the red "Off" button.
- ❖ Kitchen counters cleaned and sanitized if they were used.
 - ❖ If you use the coffee pot or stove make sure they are turned off.
 - ❖ Remove all your supplies and projects.
 - ❖ Close all windows and make sure doors are all locked.

Since you do use our supplies we would appreciate donations of toilet paper, paper towels, hand soap, trash bags, etc.

We would also appreciate some assistance in the fall and spring for clean-up, perhaps even sidewalk shoveling if needed in the winter.

NO SMOKING EXCEPT OUTSIDE, PLEASE KEEP THE CIGARETTE BUTTS PICKED UP.

Respectfully,

Members of the First Congregational Church.