

2008 FACILITIES REQUEST

Fax completed form to 719-548-9597

Revised 5/9/08

Today's Date ____ / ____ / ____

Submitted by _____

Phone # (s) _____

E-mail address _____

Name of Function _____

Date(s) of Meeting ____ / ____ / ____ thru ____ / ____ / ____

Meeting start time _____ (published on church calendar)

Meeting end time _____

Set-up start time _____ Set-up end time _____ (if applicable)

Estimated # attending _____

Requested Room(s)

1st choice - _____

2nd choice - _____

Is childcare needed? Yes No

The Minister of Childhood Education will need parents' names and children's names, ages and allergies 14 days in advance of the event.

Equipment Needs

- TV/VCR/DVD Speaker Stand
 Sound Requirements* Video Requirements*

Other _____

*Sound & Video Technicians need to be contacted *at least 1 week* prior to scheduled meeting.

Resource Checkout

- Tables # _____ Chairs # _____
 Other _____

Information Booth Sign-up

(available for 2 consecutive weeks)

Dates Requested:

Week 1 _____ Week 2 _____

Van Reservations

Date(s) _____

- Dodge (15) Chevrolet (12) Chrysler (7)

Driver(s): must be on file with the church office for insurance

Driver 1 _____

Driver 2 _____

Set up information or other comments?

Publicity Deadlines

Vista News Weekly Insert &/or Power Point - Tuesday before Sunday bulletin

Full page bulletin insert - two weeks before Sunday bulletin (1st come, 1st serve - limited availability)

Vista Voice Newsletter - articles, notices, calendar items: At least two weeks before 1st of month. Please call office for current schedule.

Approved & Scheduled Date _____ Initials _____

Kitchen/Fellowship Hall Cleanup Checklist

In an effort to encourage good stewardship of our church's resources and to prevent damage to church property, please complete the following tasks at the close of your event, sign and date the form, and place it in the kitchen mailbox on the wall. Your cooperation is greatly appreciated!

- _____ Turn off all appliances that were used during the event, including the oven, stove, coffee pots, and heat cabinet. Please leave the vent fans on during the winter months.

- _____ Wash all dishes, pans and utensils, including coffee pots and drink dispensers, and **put them away in their proper place**. Please do not leave items in the drainer or in the dishwasher. If you use the dishwasher, you are responsible to unload it and put the clean items away.

- _____ Wipe down the countertops and other kitchen surfaces, including the stovetop.

- _____ Clean the tables in the Fellowship Hall thoroughly with a bleach and water solution. Cleaning buckets and bleach are under the sink near the dishwasher.

- _____ If the trash containers are full, please take the trash out to the dumpster. Please do **not** reline the trash cans.

- _____ Take home what you bring in to the church; **please refrain from leaving leftovers in the refrigerator**. Any food left in the refrigerator will be discarded.

- _____ Is the Kitchen/Fellowship Hall the way you would want to find it for your next function?

- _____ Close the pantry door and make sure it is locked.

- _____ Turn off the lights.

Completed by _____ **Date** _____

Thank you for helping to keep our facility functional and looking good for the groups that follow.

Comments/Suggestions: