



Building/Room Usage Form

Building/Rooms are available on a *first come first served* basis.

Building/Room usage is not confirmed until this form is completed and turned in to the office. You will receive a written response within 3 business days.

Building/Room usage must not conflict with regularly scheduled church services and programs.

Event Information:

Name of Event _____

Event Date _____ Start time _____ (AM/PM) End time _____ (AM/PM)

Person making request _____ Email: _____

Best Phone _____ Number expected to attend _____

Please indicate which room for the event:

____ Youth Bldg. ____ Kitchen *Please contact Donna Ratliff (ratlifd@cox.net) with kitchen use questions or concerns in advance of your event.

____ Worship Center ____ Main Street
Building: ____ B ____ C ____ D (room #____) ____ Courtyard

____ I am requesting Room Set-Up services ____ Chairs ____ Tables
Please briefly describe the room set up you desire, or you may submit a drawing/diagram on a separate sheet of paper and attach to this form (i.e. chairs in a big circle or 8 tables with 6 chairs around each table): _____

____ I am NOT requesting Room Set-Up services

Other Items Needed for event: (Please note: It is not in our policies to provide Food Services for non-ministry events.

____ **Bus.** Destination: _____ Driver: _____

You must arrange a driver before approval for church bus is granted. We will provide you with a list of drivers. No one else is allowed to drive the bus as required by our insurance company.

Do you need to pick up keys to buildings? ____ no ____ yes

Media needs? ____ TV/VCR/DVD player ____ Microphones/Sound System ____ Projector(s)

Guidelines for Building/Room Usage

Please **NO** nails, tacks, pins, in walls and please **NO** tape on walls.

Please **do NOT** use items in cabinets or closets unless approved by office.

Please **do NOT** use items in refrigerator or freezer other than items you brought in for your event.

Please **do NOT** bring alcoholic beverages onto the Wright Baptist Church campus.

Please **do NOT** allow your guests to smoke or use tobacco on the Wright Baptist Church campus.

ALL BUILDINGS USED:

- Please make sure all bathrooms used are left clean – toilets flushed, trash emptied, & lights off.
- Please leave building/room as you found it: clean floors, empty trash, & lights off.
- Lock all entry doors as you leave and insure that they actually close completely.
- Please set thermostats back to temperatures indicated on card above thermostat.

KITCHEN:

- Wash all used kitchen utensils/dishes/pots and pans in soapy water & return to storage room.
- Wipe down counter tops with bleach water. Clorox Clean-up can be found under sink.
- Clean stove and refrigerator if used. Clean spills in oven if needed.
- Sweep and mop floor. Rinse mop and mop bucket when finished. Simple green cleaner can be found under sink. Please do not use any other cleaner.
- Place all soiled linens, dishrags, towels, etc. in designated basket in the kitchen.
- Empty all used trash cans and replace plastic liners. Take filled trash bags to the dumpster.
- If steam table is used, unplug and clean when finished.
- Take all leftovers unless you have made arrangements with Food Services. (ratliffd@cox.net)
- Please keep ice maker door closed when not in use.
- Please make sure all refrigerator and freezer doors are securely shut.
- Be sure all personal containers and utensils are removed.
- Please contact Donna Ratliff (ratliffd@cox.net), Food Services Director, with any other kitchen use questions or concerns in advance of your event.

I have read the guidelines on this form, and agree to honor the request being made by Wright Baptist Church.

Signature: _____ Today's Date _____

Office Use Only:

____ Approved ____ Not Approved _____ Date Approved

Approved by: _____

Additional Comments: _____

*Childcare needed? ____yes ____no

Please note: Childcare is only provided for ministry events of Wright Baptist Church.