

# Building Request Form

The use of the church facilities for non-church related functions requires a \$50 deposit. The deposit will be refunded provided the facilities are adequately cleaned and furnishings are returned to their appropriate places, and this checklist is signed and returned to the church office within 10-days of the event.

No red or purple-based punch or jello to be used in the church.

\*NOTE: use for weddings/and or receptions is not covered under this request – check with the church office for more information.

Area(s) needed for use:  Worship Center       Family Center       Kitchen  
 Children's Ministry Area       Gym       Athletic Field  
 Other (indicate) \_\_\_\_\_

Date of event: \_\_\_\_/\_\_\_\_/\_\_\_\_ (set-up limited to day of event)

A two-week advance notice is requested - **Any activity scheduled for a Saturday evening must be completed by 10:00pm to allow for cleaning before use on Sunday morning.**

Time of event (start-end): \_\_\_\_\_

Set-up time: \_\_\_\_\_ (set-up limited to day of event)

Time clean-up will be done: \_\_\_\_\_

Reason for use: \_\_\_\_\_

Approximately how many persons in attendance: \_\_\_\_\_

Will a church key be needed?  Yes     No

\*A key may be checked out at the church office, two days before the event, upon approval from the Deacons. The key must be returned to the church office the next day following the event (the following Monday if the event is on the weekend)

Will any church supplies or materials be needed?  Yes     No

If so what? \_\_\_\_\_

Person (s) or group submitting the request: \_\_\_\_\_

Phone #: (    ) \_\_\_\_\_ Are you a member of RBC?  Yes     No

Date request submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature of designated individual who will be responsible for checking the building to make sure the cleaning and locking up has been properly completed at the end of the activity".\*** \_\_\_\_\_

\*I understand my group or I will do the clean up, we are responsible to complete the checklist designated for the areas used, and return it to the office within 10-days of the event. I also understand if my group or I do not satisfactorily fulfill the cleaning requirements or misuse this privilege, my deposit will be forfeited and my group or I will lose the privilege of using the building and/or grounds in the future.  
 Yes     No

For Office & Deacon use only		
<input type="checkbox"/> Request granted	\$50 deposit submitted <input type="checkbox"/> Yes <input type="checkbox"/> No	*Fee to be paid to <input type="checkbox"/> Rockford Baptist Church <input type="checkbox"/> Other _____
<input type="checkbox"/> Request denied*	Additional fee required* <input type="checkbox"/> Yes <input type="checkbox"/> No	
*Reason _____	Amount of fee \$ _____	
_____	Reason _____	
Deacon Chairman /Vice Chair Signature _____		
Date _____	Cc: Janitor and Deacon Chairman	Revised 1-17-2010

You are responsible to clean all areas you have requested (including restrooms). If your group uses other areas, besides the ones you have designated on your request form, you are responsible to clean those also. Please check off when you complete a task and sign and return this portion to the church office. The deposit will be refunded provided the facilities are adequately cleaned and furnishings are returned to their appropriate places, and this checklist is signed and returned to the church office within 10-days of the event.

## REQUIRED FOR ALL AREAS

- Check restrooms; wipe counters, clean toilets with cleaner and brush, empty trash and check to see that all toilets are flushed (cleaning supplies are labeled on the custodial cart in the storage room next to the kitchen). Add toilet paper if needed (extra rolls are found in the cabinet in the ladies room, and in the storage room next to the kitchen).

## CARLSON FAMILY CENTER CHECK LIST

- Replace all tables and chairs to the manner in which you found them.
- Vacuum the entire room (vacuum is in the storage room next to the kitchen)
- If you have used the kitchen with the Carlson Family center, mop if needed (mop caddy is found in the storage room next to the kitchen).
- Empty all trash containers, replace with clean bags (extra bags found in the storage room next to the kitchen or in the bottom of the trash containers), place all trash in the dumpster at the bottom of the hill in the parking lot.
- Please do not dump any liquids, other than water, in the drinking fountains.

## KITCHEN CHECKLIST

- To avoid confusion, please label food and drink using masking tape and marker in drawer to the right of the refrigerator. Promptly remove leftovers, and other personal items, from the premises upon leaving.
- Please do not dump boiling hot coffee or other liquids down the sink. Draw some cold water in the sink then mix the hot until all is tepid. Allow it to drain.
- If you turned it on, please make sure it is off before you leave, i.e. Stove(s), Oven(s), Coffee pots / warmers, and water to the large spray unit.
- When using kitchen cookware, dishes and utensils, please clean and return them to their respective cupboards and drawers. If unsure about where an item belongs, just leave it out on the counter and the Kitchen Deaconess will return it to storage.
- If the dishwasher is used, you may return the next day and empty it. It is important to do this as soon as possible because power to the unit remains on until it is cut off manually.
- Wet/soiled towels and dishcloths should be hung to dry on racks beneath the sinks or on the oven door handles. The Kitchen Deaconess will gather, launder and return them.
- Using the push broom, please sweep the kitchen and blot any spills immediately, then spot clean the area before leaving utilizing the kit beneath the telephone. Wipe off the tables and all kitchen surfaces.
- Empty all trash receptacles. Contents are likely to begin smelling foul quickly, please take out to the dumpster. Replacement liners are in the storage room next to the kitchen or in the bottom of the trash receptacles.
- If sink is used, please run the garbage disposal (be sure water is running in the sink when switch is turned on).

**LOWER LANDING AND GYMNASIUM CHECK LIST**

- Vacuum entire gym (vacuum is in the storage room next to the kitchen)
- Check restroom on the landing level, wipe counters, empty trash and take out. Check for needed toilet paper and clean toilets if used.
- Replace all items back the way you found them.

**WORSHIP CENTER CHECK LIST**

- Pick-up all trash on floors and pews
- Straighten and/or replace all hymnals and Bibles in racks
- Vacuum

**OTHER AREAS**

Contact the custodian for instructions.

REMINDER: securing of ALL doors and windows is YOUR responsibility. Anything after 5:00pm, Friday (unless pre-arranged with the custodian), is the responsibility of the of person or group who submitted the request.

Please direct questions concerning cleaning to our custodian, Pat Adams.

My group or I have completed the checklist designated for the areas used. I understand if my group or I did not satisfactorily fulfill the cleaning requirements or misuse our privilege, the \$50 deposit may be forfeited and my group or I may lose the privilege of using the building and/or grounds in the future.

Signature upon completion of designated individual\* (on request form)

\_\_\_\_\_

Phone \_\_\_\_\_

<b>For Deacon &amp; Office use only</b>	
Date checklist returned _____	
<input type="checkbox"/> Deposit to be refunded	Date refunded _____
<input type="checkbox"/> Deposit refund denied*	
*Reason _____	
Deacon Chairman or Vice Chair Signature _____	
Date _____	