

# Request for Use of Facility

Date(s) Requested: \_\_\_\_\_

Event Description: \_\_\_\_\_

If you do not attend Zionsville Fellowship, will you have a member in attendance ? \_\_\_\_\_

ZF Member Name: \_\_\_\_\_

Your Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Requested Setup Date/Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Clean Up Ends: (MUST BE FILLED IN) \_\_\_\_\_

Will food or beverages be served? \_\_\_\_\_

**Number of  
people attending:**

**Rooms & Equipment Requested:**

\_\_\_\_\_  
\_\_\_\_\_

Items available to use: round tables, chairs, speaker's podium, microphone.

If using the kitchen, you are asked to phone our Kitchen Coordinator, Pam Fiscus at 873-5582 to set up an appointment to review the proper use of appliances.

**FOR OFFICE USE**

DATE FORM RECEIVED: \_\_\_\_\_

NEEDS DEACON APPROVAL? YES \_\_\_ NO \_\_\_ (DATE APPROVED: \_\_\_\_\_) NEEDS ELDER APPROVAL? YES \_\_\_ NO \_\_\_ (IF YES, DATE APPROVED: \_\_\_\_\_)

EVENT AUTHORIZED BY \_\_\_\_\_ DATE AUTHORIZED \_\_\_\_\_ CALENDARED & CONFIRMATION CALL MADE \_\_\_\_\_

FORM SENT TO TRACY \_\_\_\_\_ DEACON ON CALL \_\_\_\_\_ SOUND TECHNICIAN \_\_\_\_\_

BUILDING KEY ISSUED (DATE) \_\_\_\_\_ (KEY #) \_\_\_\_\_ KEY RETURNED \_\_\_\_\_

DEPOSIT AMOUNT \$ \_\_\_\_\_ CHECK # \_\_\_\_\_ DATE CHECK RETURNED \_\_\_\_\_

## **Rental Fee - Non Wedding**

- Member: If the building is left in a “church ready” condition, there is no rental fee at this time (including Fellowship Hall).
- All Other: Any meeting or event with 100 or more in attendance, there is a \$100 custodial fee payable at the time your reservation is made.

## **Clean Up Check List**

A clean-up check list is included. At the conclusion of your event, please check off items, sign and return to the church office along with your loaner key if one was checked out to you.

## **Additional Fees**

Accidents happen. If damage occurs to carpet, lights, walls, furniture, etc., you will be asked to repair or replace the damaged item(s). If the building is found to need custodial attention following your event, a fee may be assessed.

## **Guidelines for Use of Facility**

1. Each event is subject to Deacon or Elder approval.
2. Please choose another venue if you wish to charge for admittance or for any other money making venture.
3. The walls, ceiling, and fixtures inside and outside of the building should remain free from decorations.
4. Please return tables and chairs to original configuration and/or storage.
5. Children/youth are to be accompanied by an adult in the building at all times.
6. Please provide your own supplies/equipment.
7. Please keep confetti for another venue.
8. Balloons with weighted bases may be used.
9. Please call the kitchen coordinator for instructions on kitchen use.
10. Clean up should be completed in a timely manner. The building is closed at 10:00 pm.
11. For use of the Worship Center, a member of the music ministry will be notified prior to your event in order to clear the stage or move instruments.

## Check List for Clean Up

The building should be left in a "church ready" condition

### KITCHEN:

- \_\_\_\_\_ All dishes/utensils/trays etc. to be cleaned and dried and returned to proper storage. If uncertain where to return items, place them in the blue labeled crate.
- \_\_\_\_\_ Empty refrigerator/freezer of all items from your event. Wipe each clean.
- \_\_\_\_\_ Turn off ovens/grill; upper vent and lights off. Wipe grill clean and re-grease with peanut oil. Empty and clean dripping drawer located on right side of grill. Clean burners and inside ovens.
- \_\_\_\_\_ Warmer ovens off and wiped clean; hydrating pans emptied; sheet pans cleaned/dried and returned to warmer for storage.
- \_\_\_\_\_ Upper and lower convection ovens off and wiped clean.
- \_\_\_\_\_ Dishwasher: Drain open, catch basket cleaned, both switches off, side doors up.
- \_\_\_\_\_ Rinse Area: Run garbage disposal; clean sinks; sprayer faucets to off position; area wiped down.
- \_\_\_\_\_ All counters wiped down & sanitized.
- \_\_\_\_\_ All trash to dumpster (kitchen, fellowship hall, bathrooms, etc.) Dumpster located on the east side of building.
- \_\_\_\_\_ Mop kitchen floor.
- \_\_\_\_\_ Return ice scoop to the top of the ice machine.
- \_\_\_\_\_ Lock kitchen door.

### FELLOWSHIP HALL:

- \_\_\_\_\_ Fresh bags in each trash can. Bags are located in the kitchen storage closet.
- \_\_\_\_\_ Tables wiped down and stored.
- \_\_\_\_\_ Carpet vacuumed. A vacuum and extension cord is provided.
- \_\_\_\_\_ Room returned to original configuration.
- \_\_\_\_\_ Storage closet left in organized manner.
- \_\_\_\_\_ All decorations removed from room.
- \_\_\_\_\_ Turn off all lights, including storage rooms.

### RESTROOMS:

- \_\_\_\_\_ Clean sinks and counters.
- \_\_\_\_\_ Sweep floor if needed.
- \_\_\_\_\_ Remove trash to dumpster, replace bag.

**Please sign indicating you have completed these items and return to the church office:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_