

Facilities Policy

We welcome you and want to assist you in the use of RBBC facilities for your event. With this Facilities Use Request Application we explain our policies and reasonable rules for the use of the facilities, the conduct of business and the personal safety of all persons involved. The following policies will guide you in the general use and expectations of the facilities. Please read through the following guidelines and initial on the line provided

General Policies

- ____ We are able to provide tables, chairs and other equipment arranged to suit your needs
- ____ At the close of your event, you must provide for basic cleanup of any room(s) used, including removal of your personal items and all trash to the dumpster. We will provide for sweeping, mopping, vacuuming, restrooms, adjusting thermostats, turning-off lights and building lockup
- ____ Equipment must not be removed from the facilities without prior written approval

Kitchen Usage Policy

- ____ Please leave the kitchen in clean condition as you originally found. Wash, dry, and place all dishes and utensils in proper cupboard space
- ____ Hang any dishcloths and damp towels to dry
- ____ Bag and remove all trash to dumpster
- ____ Sweep and mop the kitchen floor as necessary
- ____ Remove all personal dishware and any remaining food or drink

Playground Use Policy

- ____ Adult supervision is required on-site at all times children are present
- ____ Please police the area and remove all trash before leaving
- ____ All children while in the playground must wear shoes
- ____ The playground must be locked and secured when not in use

I agree to the above stipulations and I accept full responsibility for the property during this function. I will cooperate with any instructions and maintain the RBBC facilities.

Signature

Date

Ministry Lead Approval Signature

Date

Administrative Approval Signature

Date

Date logged in Facilities Calendar ____/____/____

Notification Date ____/____/____

Name of staff person who will be responsible for unlock/lock-up, equipment and adjusting thermostats

1. Date and Time of Function: _____

2. Type of Function: _____

3. Contact Person: _____

Phone: (H) _____ (W) _____ (C) _____

4. Number of people expected: # of Adults _____ # of Children _____

5. Building(s) and room(s) needed: _____

Will you require use of	Kitchen	_____
	Playground	_____
	Other	_____

6. What specific type of room set-up will you need? (classroom, u-shaped, theater, etc)

How many chairs/tables, etc. _____

(Please do not position chairs against wall – leave approximately 12" space)

7. Equipment needs: (an Audio Technician is required for any A/V equipment use)

Overhead projector _____	TV monitor _____	Video projector _____
Laptop _____	Stage cleared _____	DVD/VHS Player _____

8. Supplies needed for church ministry function (outside functions should provide own supplies):

3-section Plate _____	Large Flat Plates _____	Small Plates _____
Hot Cups _____	Cold Cups _____	Bowls _____
Plastic Forks _____	Spoons _____	Knives _____
Napkins _____	Coffee Pot _____	Pitchers _____
Drink Coolers _____	Other (specify) _____	