

PATASKALA GRACE CHURCH

3517 Headley's Mill Road
Pataskala, Ohio 43062

Before submitting this form you must communicate with the church office to determine that there are no conflicts with the date you want to use the building.

BUILDING RESERVATION FORM
(Please Print)

Name _____ Today's Date _____

Date of Event _____ Start Time _____ Finish Time _____

Decorate/Setup Date _____ Start Time _____ Finish Time _____

Estimated Attendance _____

Please check appropriate boxes for building use:

- Kitchen
- Dining Room
- Auditorium
- Library
- Nursery
- Chapel
- Classrooms # _____
- Other _____
- No Red Punch**

Equipment needed: (example: tables, chairs, VCR/TV, sound)

Purpose _____

Organization using facility _____

Fee _____

Approved by - (Elder's Name)

I assume responsibility for maintaining the condition of the building and will make sure things are secure before leaving. I understand I am to be in attendance during the entire event.

Name _____ Phone _____
(Please Print)

Signature of Person Responsible

Please read and check items on the attached page, and complete signatures as indicated.

PATASKALA GRACE CHURCH FACILITY USAGE GUIDELINES

Agreement to complete the following checklist must be made by any person desiring to use the church building, before permission to use the church facility will be granted.

All rooms, hallways, and entranceways used by you and your guests must be returned to their original condition, so that the facility will be clean and ready for regularly-scheduled church activities.

- Secure a church member who has a church key and agrees to unlock the building, be responsible for use of the facility, check that all cleaning has taken place, lock the building, and set alarm upon completion of your activity. See the church office staff for a list of members with keys.
- Return cleaned tables and chairs to their proper places.
- Clean restrooms (toilets, sinks, mirrors, and floors).
- Replenish all paper products (paper towels and toilet paper).
- Straighten all rooms used by you and your guests.
- Vacuum where necessary (especially where food was served/eaten).
- Clean kitchen to its original condition.
- NO RED PUNCH Please!**
- Carry all trash to dumpster and replace with clean trash bags.

If you desire to hire someone from the church to aid you in your cleaning, contact the office and ask for a list of people whom you might contact.

Signature of person requesting use of the facility

Date

Signature of Church Member responsible for the facility during your activity.

Date