



# ROOM & VEHICLE RESERVATION & AGREEMENT FOR CHURCH MEMBERS

Please complete the entire form and return to the church office.

Event Name \_\_\_\_\_ Number Expected \_\_\_\_\_

Contact/Responsible Person's Name, who will be present at this event \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

You will receive a confirmation email when your activity is added to the calendar.

Date(s) requested \_\_\_\_\_ Start time \_\_\_\_\_ AM PM

End time \_\_\_\_\_ AM PM

Time of Event

AM PM

Person in charge of Lock up \_\_\_\_\_

Room(s) Requested:

\_\_\_ Worship Center      \_\_\_ Welcome/Coffee Area      \_\_\_ Event Center

\_\_\_ Wholly Ground/Kitchen      \_\_\_ Gym      \_\_\_ Children's Auditorium

\_\_\_ Children's Play Area      \_\_\_ Jr. High Building      \_\_\_ Sr. High Building

\_\_\_ Classroom(s), please list room number(s): \_\_\_\_\_

**You are responsible for all set up and tear down of the Event Center**

Some events may require the below enumerated items, attention or fees. This will be reviewed by the office and you will be contacted at the number or email listed above.

- Because this event extends past 6 PM on Saturday, Sunday-ready cleaning/set-up is required. Please see list on reverse.
- This event requires additional housekeeping; at a charge of \$100.00 per hour.
- This event requires an audio technician; at a charge of \$25.00 per hour.
- This event requires a video technician; at a charge of \$25.00 per hour.
- This event requires a lighting technician; at a charge of \$25.00 per hour.
- This event requires stage take down and set up of \$25.00 per hour.
- This event requires a Facility Manager to unlock/lock, arm/disarm the security system.
- This event requires a Certificate of Liability Insurance.

With this reservation it is understood:

- \_\_\_ Room(s) used will be returned to pre-event or Sunday-ready condition. *(please initial)*
- \_\_\_ Food and/or drink spills, fragments, etc. will be cleaned up. *(please initial)*
- \_\_\_ No adhesive will be used on any floor or wall surface. *(please initial)*
- \_\_\_ Any unforeseen Friendship Baptist Church activity will over-ride this reservation. Should a conflict arise, you will be notified at the number or email you listed above. *(please initial)*

**If you cancel your activity, please contact the church office so the calendar may be updated.**

### Transportation

\_\_\_ #1 Bus (34 people)

\_\_\_ #2 Bus (26 people)

\_\_\_ #3 Trip Van (15 people)

\_\_\_ #4 Local Van (15 people)

\_\_\_ Trailer

\_\_\_ I will return the vehicle(s) clean-inside & out. *(please initial)*

\_\_\_ I will return the vehicle(s) with a full tank of gas. *(please initial)*

\_\_\_ I will return the vehicle keys promptly to the office or office mailbox. *(please initial)*

### **OFFICE USE ONLY:**

Email Reply \_\_\_\_\_ Website \_\_\_\_\_ Desk Calendar \_\_\_\_\_ Pastor Approval \_\_\_\_\_

## Cleaning Checklist for Late Saturday Events

- Event Center
  - Vacuum
  - Reset chairs/tables
- Kitchen/Wholly Ground/Gym
  - Empty any full trash cans, (liners in cabinet under microwaves)
  - Sweep/spot mop, if necessary
- Bathrooms
  - Check trash,
  - Touch up mirrors & countertops, if needed
  - Check toilets and touchup, if needed
- Hallways
  - Vacuum any areas of high traffic
    - Between Coat Rack and Restrooms
    - Between Gym and Sanctuary
- Entryways
  - Check glass for any big messes, windex, if needed
  - Check for bugs, sweep, if needed
  - Vacuum mats, if needed
- Worship Center
  - Sweep, if needed
  - Vacuum, if needed

Please make sure the building is at its “Sunday best” before you leave! Thank you!

Cleaning supplies: Cleaning cart (w/glass cleaner, etc.) and vacuum are located in Children’s Resource Room. The cart is behind the closed door, just pull to open.

For questions or concerns contact:

Mischelle Foster 918-272-2003 (Calendar coordinator)

Teresa Simmons 918-633-7072 (Housekeeping manager)

Kenny Webb 510-318-1967 (Facility manager)