



ROOM & VEHICLE RESERVATION & AGREEMENT

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:

Teresa Simmons – 918-633-7072

Kenny Webb – 510-318-1967