

PERMIT FOR USE OF CHURCH FACILITIES

Name of Organization or Individual _____

Date of Event _____ Time and duration of event _____

Nature of Use (be specific) _____

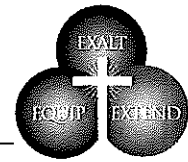
Area of building requested:

Sanctuary _____ Fellowship Hall _____ Kitchen _____ Sunday School Room _____

Equipment Needed:

Podium _____ Microphone _____ TV/DVD _____ Other _____

- 1) A suggested donation of a minimum of \$50 is recommended to cover the cost of building and custodial expenses.
- 2) Organizations or groups to whom permission is granted will assume all responsibility for personal accidents or injury to participants as well as any damage to the building.
- 3) When decorations are used, nothing should be hung from the ceiling, walls or light fixtures.
- 4) The church facilities shall not be used for personal gain or private enterprise.
- 5) The following activities are strictly prohibited: smoking, gambling, use of alcoholic beverages.
- 6) Your event will not be put on the church calendar until the completed form(s) and fees are received in the Church Admin Office and approved by the Church Administrator.
- 7) Any individual or group, desiring the use of the facilities of Logan Elm Baptist Church are required to subscribe to the values of this body. We reserve the right to refuse the use of this facility to any person or group at the sole discretion of the church staff.



FELLOWSHIP FUNCTION REQUEST

If you are planning a function that involves the use of Fellowship Hall and/or any food and beverages, please complete this form and return to the Admin. Office. Thank you!

Make sure that your function is listed on the church calendar in the Admin office.

Complete the Permit for Use of Church Facilities form and give to Bill Gibson, Church Administrator.

Please give this form to the Kitchen Coordinator no less than 14 days prior to event to allow sufficient time for the kitchen, maintenance and janitorial staff to coordinate the efforts to make your event a success.

It is your responsibility before and after the event to make sure all set-up, and clean-up is completed.

A Kitchen Angel must be present during your event unless other arrangements have been discussed with Kitchen Coordinator.

Please note that for their safety, children are NOT permitted in the kitchen.

FUNCTION _____

DATE _____ TIME _____ NUMBER ATTENDING _____

PLEASE NOTE WHAT YOU NEED:

chairs _____ dining tables _____ buffet tables _____ other _____

WILL YOU SUPPLY YOUR OWN SERVINGWARE? _____

PLEASE NOTE WHAT YOU NEED:

Silverware _____ Plates _____ Bowls _____ Cups _____ Napkins _____ Other _____

ADDITIONAL INFO _____

SIGNATURE OF RESPONSIBLE PARTY _____ DATE: _____

Closing Duties

When locking up the building after any function it is important that we close the building properly. The following is a check list to cover all areas. If we do this, it will insure the safety of the building and we can save money on utilities and maintenance.

- Basement doors locked
 - Backdoor
 - Sunday School hallway Entrance
- Basement Restrooms
 - They are empty
 - No water running
 - Lights off
 - Commodes Flushed
- Sunday School classes
 - Lights off
 - Coffee pots turned off
 - Door shut top of stairs
- Upstairs Bathroom by kitchen
 - No water running
 - Lights off
 - Commodes Flushed
- Fellowship Hall
 - Lights off
 - Coffee machine off
 - Doors shut
 - Tables and floor clean
 - Trash emptied
 - Outside door locked
- Kitchen
 - Oven, stove and grill off
 - Water off
 - Tables and floor clean
- Foyer area
 - Lights off
 - Nursery rooms lights off and rooms set in order
 - Doors shut (air lock doors shut)
 - Outside door locked
- Foyer Restroom
 - No water running
 - Lights off
 - Commodes Flushed

