

LOGAN ELM BAPTIST CHURCH

Facility Use Request & Agreement

General Guidelines

- A suggested minimum donation of \$50 is recommended to help cover building and custodial expenses.
- The organization or group using the facility assumes responsibility for personal accidents, injury to participants, and damage to the building or property.
- Decorations may not be hung from ceilings, walls, light fixtures, or other surfaces unless prior permission is granted.
- Church facilities may not be used for personal gain, private enterprise, or activities inconsistent with the values of Logan Elm Baptist Church.
- Smoking, gambling, alcoholic beverages, and illegal substances are strictly prohibited on church property.
- The event will not be placed on the church calendar until the completed form(s) and required donation/fees are received and approval is granted.
- Logan Elm Baptist Church reserves the right to refuse or revoke facility use at the sole discretion of church leadership or designated staff.

Acknowledgment

I have read and agree to follow the Facility Use Agreement and all church guidelines. I understand that I am responsible for set-up, clean-up, safety, and proper closing of the facility unless other arrangements have been approved in advance.

Signature of Responsible Party

Date

Office Notes

LOGAN ELM BAPTIST CHURCH

Facility Use Request

Please submit completed forms and any requested donation/fees to the Church Admin Office before the event is placed on the church calendar.

Requester Information

Organization / Individual

Contact Person

Phone

Email

Event Details

Event / Function Name

Date of Event

Start Time

End Time

Estimated Attendance

Nature of use / event description:

Areas Requested:

Sanctuary Fellowship Hall Kitchen Sunday School Room(s) Other: _____

Equipment Requested:

Podium Microphone TV/DVD Sound system Tables/chairs Other: _____

Administrative Use:

Received By

Date Received

Approved By

Approved Not approved Added to church calendar Donation/fee received

LOGAN ELM BAPTIST CHURCH

Fellowship Hall Request

Complete this page when the event involves Fellowship Hall, kitchen use, food, beverages, or serving supplies.

- Confirm that the function is listed on the church calendar through the Admin Office.
- Submit this form to the Kitchen Coordinator at least 14 days before the event to allow time for coordination with kitchen, maintenance, and janitorial volunteers/staff.
- The requesting party is responsible for set-up and clean-up before and after the event.
- A designated kitchen representative must be present during the event unless other arrangements have been approved.
- For safety, children are not permitted in the kitchen.

Event & Set-Up Needs

Function

Date

Time

Number Attending

Set-Up Contact

PHONE: _____

Chairs Dining tables Buffet tables Serving tables Other: _____

Serving Supplies

We will supply our own servingware

Silverware Plates Bowls Cups Napkins Other: _____

Additional information / special instructions:

Signature of Responsible Party

Date

LOGAN ELM BAPTIST CHURCH
Closing Checklist

CLOSING CHECKLIST

Complete before leaving the building. This protects the church, preserves safety, and helps reduce utility and maintenance costs.

Basement Doors

- Back door locked
- Sunday School hallway entrance locked

Basement Restrooms

- Empty
- No water running
- Lights off
- Commodes flushed

Sunday School Classrooms

- Lights off
- Coffee pots turned off
- Door at top of stairs shut

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/grill off
- Water off
- Tables and floor clean

Foyer Area

- Lights off
- Nursery rooms lights off and rooms set in order
- Doors shut, including air lock doors
- Outside door locked

Foyer Restroom

- No water running
- Lights off
- Commodes flushed

Main Sanctuary

- Lights off
- Doors shut
- Outside door locked

Nursery/Diaper Changing Area

- Diaper changing area cleaned and sanitized; all used diapers properly disposed of.

Signed

Date

Comments or Concerns for the Facilities Team

