

# Timothy Lutheran Church

Date of Event: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

## **Building Use Request Form**

(Please Print)

Event Name/Description: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

Areas/Rooms To Be Used (please check): (Please see Rules on reverse side ->)

- Fellowship Room (upstairs, partial kitchen)
- Lower level/Basement (full kitchen)
- Upstairs Conference Room (across from office)
- Nursery (below office)
- Sanctuary (for worship service)
- Outdoor areas (Parking lot and "yard" for outdoor event)
- Other: \_\_\_\_\_

Security:

- Key not needed (already has key, or not entering building)
- Need someone to Unlock & Close church
- Need exterior door key

Other Needs or remarks: (Please attach a separate sheet)

**Place this request form in the "Property" mailbox in the church office. You will be notified of your approval (or denial) as soon as possible (within a week).**

**Property Committee Response:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Approved  Denied
- Informed Pastor(Date: \_\_\_\_\_)  Informed Contact Person(Date: \_\_\_\_\_)

## **Rules for Use of Building**

1. You may use tables, chairs, cooking utensils, coffee urns, stoves, microwave ovens, refrigerators, TV and media devices, vacuum cleaners, brooms, and mops that are in the building. Please wipe down tables and counters after use.
2. Bring your own consumable supplies such as: food, coffee, condiments, napkins, paper towels, disposable cups, disposable dinnerware, cleaning supplies, and trash bags. Any supplies used should be promptly replenished.
3. If using the Fellowship Room, Upstairs Conference Room, or Nursery, the thermostat (for heat) is located in the church office. If you turn the heat up, please turn it back down to 60° F before you leave.
4. After you use the building, please do the following:
  - a. Clean up areas you used (especially kitchen areas).
  - b. If using basement, please return chairs and tables to storage area. If you moved any furniture that was already set up for another function, please put it back where you found it.
  - c. If using the Fellowship Room or Upstairs Conference Room, return all tables and chairs to the configuration in which you found them.
  - d. Vacuum carpeted areas and mop tiled floors, as needed.
  - e. Wash and return all utensils used to drawers and/or storage.
  - f. Put away any other items used.
5. When leaving, turn off all lights.
6. Check all exterior doors to be sure they are locked and firmly closed
7. Should anything get damaged, leave a note on the Church Office door.
8. If you have any question, please contact the Property Chairperson:

Sharon S. (734)427-2290