

First Congregational Church Building Use Request Form
***THIS FORM IS ONLY VALID FOR ONE CALENDAR YEAR**

Event/Group Name: _____ **Today's Date** _____

Event Reason: (i.e. wedding, Girl Scout meeting, banquet etc.) _____

Contact Name: _____

Address: _____ **City** _____ **St** _____ **Zip** _____

Email: _____

Phone: _____ (W) _____ (H) _____ (Cell)

Single Event Day and Date: _____

- **Time:** Start _____ a.m. / p.m. End _____ a.m. / p.m.

Recurring Event:

- **Meeting Day** (e.g., "2nd Thursday of month") _____
- **Date:** Start _____ End _____
- **Time:** Start _____ a.m. / p.m. End _____ a.m. / p.m.

Check all that apply:

Parish House _____ Kitchen _____ Church _____ LockBox
Code _____

LockBox Information:

Date of Issue _____

I understand that the lockbox code is issued to me for my use only. I will not issue code to any other party or parties in need.

I have received and read the building use (back page) and lockbox rules. I understand and agree to abide by these rules.

Date _____ Print Name _____

Signature _____

Do Not Write Below Line – Official Business Only

FOR CALENDAR YEAR: _____

Date Approved _____ Date Denied _____

Pastor/Trustee (Print) _____

Pastor/Trustee Signature _____

office@firstuccgaylord.org 989-732-5726

Please make a copy. Copy to Client and Church will keep original.

10/31/2018

First Congregational Church Building Use Rules

To those who use our Fellowship Hall:

We are very glad to share our building with you and are glad you are here. We do however have some expectations:

- ❖ Church functions may occur on your scheduled times, these would take precedence over outside meetings. On those occasions the church basement may be available for your use.
- ❖ Please leave the building as clean as you found it with furniture placed where it was upon your arrival.
- ❖ Table tops sanitized and chairs wiped down.
- ❖ Carpet and floors vacuumed if needed.
- ❖ Bathrooms checked and cleaned if necessary (make sure toilets are flushed and clean).
- ❖ All lights and fans off.
- ❖ All dishes and utensils washed, dried and put away. If you need to use the dishwasher please read and follow instructions.

Dishwasher Instructions

- At least 20 minutes before using the dishwasher push the green "On" button. (while it is warming up it will go through many numbers)
 - Load the rack with dishes and slide into the washer, push the white "Wash" button. (the wash will take 90 seconds and will go through many numbers including up to 190)
 - When all done push the red "Off" button.
- ❖ Kitchen counters cleaned and sanitized if they were used.
 - ❖ If you use the coffee pot or stove make sure they are turned off.
 - ❖ Remove all your supplies and projects.
 - ❖ Close all windows and make sure doors are all locked.

Since you do use our supplies we would appreciate donations of toilet paper, paper towels, hand soap, trash bags, etc.

We would also appreciate some assistance in the fall and spring for clean-up, perhaps even sidewalk shoveling if needed in the winter.

NO SMOKING EXCEPT OUTSIDE, PLEASE KEEP THE CIGARETTE BUTTS PICKED UP.

Respectfully,

Members of the First Congregational Church.