

CHURCH OF CHRIST IN ROXBURY BUILDING USE FORM

To be completed by all ministries hosting events at the church building, **IN ADVANCE OF EVENT. Please print all information.**

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| MINISTRY HOSTING EVENT | | |
| MINISTRY COORDINATOR | | PHONE |
| PERSON IN CHARGE OF THIS EVENT | | PHONE |
| DATE OF EVENT | | |
| TIME OF EVENT | | |
| PERSON IN CHARGE OF CLEAN UP | | PHONE |
| CLEAN UP COMMITTEE (PLEASE LIST EACH PERSON ON CLEAN UP COMMITTEE) | | |
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Guidelines for events during which food will be served:

1. This building use form must be submitted to Bro. Richard Meuse or Bro. Walter Maxwell **in advance of the event.**
2. There must be a designated clean up committee, and a person who will be responsible for ensuring that the clean up is completed at the conclusion of the event.
3. Food is to be served in the fellowship hall **only**, i.e., there is to be no food in any of the other classrooms.
4. All floors must be swept and mopped, including the hallway.
5. All tables and counters must be washed.
6. All dishes must be washed and put away.
7. Stove(s) must be cleaned.
8. Dish cloths and towels must be laundered and returned to the building.
9. No food is to be left in the building at the conclusion of the event.
10. All trash must be removed from the building and placed in the dumpster at the conclusion of the event.

By signing this form I acknowledge that I have read the guidelines above, and I will ensure that they are followed.

Signature of person in charge of event: _____

Date: _____