

**CHURCH OF CHRIST IN ROXBURY GUIDELINES FOR BUILDING USE**

**PLEASE COMPLETE, SIGN AND SUBMIT BOTH FORMS**

- There must be a designated clean up committee, and a person who will be responsible for ensuring that the clean-up of all areas used, **including the bathrooms**, is completed at the conclusion of the event.
- Food is to be served in the fellowship hall only, i.e., there is to be no food or drinks in any of the other classrooms (unless special arrangements are made), or the auditorium at any time.
- All floors are to be swept and mopped (if necessary), including the hallway.
- All tables and counters are to be washed and disinfected.
- All dishes are to be washed and put away.
- The stove(s) must be cleaned.
- Dish cloths and towels must be laundered and returned to the building.
- No food is to be left in the building at the conclusion of the event
- All trash must be removed from the building and placed in the dumpster at the conclusion of the event.
- Use of candles or other incendiary devices is not allowed.
- Smoking is not allowed in the building or on the church grounds at any time.
- If audio visual or other media services are needed, a separate media services/ A/V equipment form must be completed and submitted. A/V equipment installed in classrooms may not be used unless the appropriate paperwork has been submitted, and the person operating the equipment must be trained by the Media Ministry. If A/V services are required for an event in the auditorium, the Media Ministry will assign a member of the Media Ministry to operate the equipment.
- Any furniture that is moved or rearranged must be returned to its original location.

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

**Signature of person in charge of event:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**For office use only**

**Date request received:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

**Request approved:** \_\_\_\_\_ **Date approved:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

**Request denied:** \_\_\_\_\_ **Date denied:** \_\_\_\_\_ **Denied by:** \_\_\_\_\_

**If denied, reason for denial:** \_\_\_\_\_

**CHURCH OF CHRIST IN ROXBURY REQUEST FOR BUILDING USE**

**This form is to be completed for all events and meetings to be held at the church building at least two weeks prior to the date of the event or meeting.**

Our facilities exist to bring glory to God by serving the needs of our church family and our community. We have invested significant amounts of money in our facilities over the years, and in order to protect this investment, we have developed certain guidelines for the use and care of the facilities. By working together, we can maximize the life of the facilities so that many people can benefit for years to come.

Please complete the form below and submit it to Bro. Richard Meuse or Sis. Abigail Malcolm to request to use the building for your event.

**PLEASE TYPE OR PRINT ALL INFORMATION (EXCEPT SIGNATURE).  
ITEMS MARKED WITH AN ASTERISK (\*) ARE REQUIRED**

<b>MINISTRY OR GROUP MAKING REQUEST*</b>	
<b>CONTACT PERSON*</b>	
<b>EMAIL ADDRESS*</b>	
<b>PHONE NUMBER*</b>	
<b>DATE OF EVENT*</b>	
<b>TIME OF EVENT*</b>	
<b><u>DETAILED DESCRIPTION OF EVENT*</u></b>	
<b>IS THIS A MINISTRY EVENT?*</b>	
<b>ROOMS REQUESTED*</b>	
<b>WILL FOOD BE SERVED?*</b>	
<b>SERVICES REQUESTED* (E.G., AUDIO-VISUAL, ETC.):</b>	
<b>PERSON IN CHARGE OF CLEAN-UP*</b>	
<b>PHONE # OF PERSON IN CHARGE OF CLEAN-UP*</b>	
<b>SIGNATURE OF PERSON IN CHARGE OF CLEAN-UP*</b>	