

# Building Request Form

**(Required for all events)** Submit form at least 15 days prior to event. Should this event cancel or change, please contact the church as soon as possible.

<p><b>Event Date &amp; Time:</b> _____ <b>Type of Event:</b> _____</p> <p><b>Actual time you need access to building:</b> From _____ to _____</p> <p><b>Which door(s) need to be open for this event?</b> [ ]North [ ]South [ ]East [ ]West [ ]All</p> <p><b>Rooms needed for event:</b> [ ]Kitchen [ ]Fellowship Hall [ ]Youth Café</p>
<p><b>How many people will be attending this event?</b> _____</p> <p><b>Number of 8 ft. tables needed?</b> _____ <b>5 ft. Round tables with chairs?</b> _____</p>
<p><b>Will you need:</b> [ ]Microphone [ ]Sound System [ ]Screen/Projector  [ ]Additional media equipment (Please describe on back of form)</p>

By signing below you are agreeing to be accountable for the care and use of Newspring’s facilities. If a key is needed to access during non-business hours, you are responsible for obtaining a key from the office and returning it within 5 days after the event. You will also be responsible for insuring that the room(s) are left in proper order, taking all trash to exterior east door, cleaning up the kitchen (if used—including washing dishes, sweeping/mopping floor, etc.), setting the thermostat back to original temperature (press “program” button after the event), and putting away all supplies used back into their original places.

**Note: There is a non-negotiable custodial fee of \$75.00 for events.** Custodial fee includes vacuuming, cleaning restrooms, setup for H2O and Sunday School, and taking trash to dumpster. It does not include cleaning the kitchen or setup and tear down of tables and chairs.

Name (printed): \_\_\_\_\_ Date submitted: \_\_\_\_\_

Signature: \_\_\_\_\_ Contact Number(s): \_\_\_\_\_

# Church Cleanup Checklist

**Trash** - (must be emptied from all rooms used and taken to east exterior door)

- |                                       |                                     |  |
|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Bathrooms    | <input type="checkbox"/> Kitchen    | <input type="checkbox"/> Fellowship Hall |
| <input type="checkbox"/> Holy Grounds | <input type="checkbox"/> Choir Room | <input type="checkbox"/> Youth Café      |

**Fellowship Hall** -

- Tables put back in appropriate closets

**Kitchen** -

- Dishes Washed
- Floors Swept
- Floors Mopped

**Other Misc.**-

- Returning all supplies used to original places (including tables, chairs, etc.)
- Setting all thermostats back to original temperature (press “program” button after the event)