

Date Received: \_\_\_\_\_ Staff Approved: \_\_\_\_\_ Entered on Church Calendar \_\_\_\_\_  
 Copies to:  Janitor  Sound Manager  Kitchen Facilitator  Nursery Facilitator  Van Supervisor  Other \_\_\_\_\_

## FACILITY REQUEST FORM

***This request must be approved by the staff BEFORE the room is secured.  
 You will be contacted with results.***

Today's Date \_\_\_\_\_ Submitted By: \_\_\_\_\_ Phone # \_\_\_\_\_

Event: \_\_\_\_\_ Event Date/Time: \_\_\_\_\_

Group/Ministry: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

FACILITY REQUESTS	
Desired Location	<input type="checkbox"/> Main Auditorium (75 - 200)
	<input type="checkbox"/> Multi-Purpose Room (15 - 75)
	<input type="checkbox"/> The Well (20-30)
	<input type="checkbox"/> Classroom (up to 15)
	<input type="checkbox"/> Kitchen (see reverse) <ul style="list-style-type: none"> <li><input type="checkbox"/> Rectangular Tables (# _____)</li> <li><input type="checkbox"/> Round Tables (# _____)</li> <li><input type="checkbox"/> Chairs (# _____)</li> </ul>
	<input type="checkbox"/> Nursery
	<input type="checkbox"/> Church Van (Ford/GMC)
	<input type="checkbox"/> Conference Room
	<input type="checkbox"/> Other

PUBLIC ADDRESS REQUESTS
<p>Please check all that apply: Use of Sound Equipment requires a trained Wenatchee Nazarene operator. Contact Office to request and schedule Sound Operator.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Connection for PowerPoint Presentation</li> <li><input type="checkbox"/> Portable Screen (multipurpose room only)</li> <li><input type="checkbox"/> Portable CD Player</li> <li><input type="checkbox"/> Microphones           <ul style="list-style-type: none"> <li><input type="checkbox"/> Hand held</li> <li><input type="checkbox"/> Lapel</li> <li><input type="checkbox"/> Other:</li> </ul> </li> <li><input type="checkbox"/> TV/VCR/DVD (circle all that apply)</li> </ul>

See back of form for policies and procedures.

*As the contact person for this function, I agree to abide by the facility use policies of the Wenatchee Church of the Nazarene*

Signature \_\_\_\_\_

Date \_\_\_\_\_

## POLICIES AND PROCEDURES FOR FACILITY USE

### Room Use:

- All rooms must be left in the same (or better) condition that they were prior to the event, including furniture placement.
- Paid janitorial services include garbage removal, and floor cleaning.
- Paid janitorial services also include set up and tear down. Please include instructions for room and furniture arrangement upon completion of the Facility Use Permit.
- If no janitorial services are requested, set up and tear down will be borrower's responsibility.
- Borrowers assume responsibility for broken or damaged items.

### Kitchen Use:

- Items to be Reserved:
  - \_\_\_\_\_ # Round Tablecloths
  - \_\_\_\_\_ # Rectangular Tablecloths
  - \_\_\_\_\_ # Lace Tablecloths(Tablecloths, dishtowels, etc. must be returned **laundered** within two days)
- **A KITCHEN CLEAN-UP CHECK LIST will be provided at the time of scheduling and is to be returned upon completion to the office.**

### Child Care:

- All children must remain in your event room or be in the care of an adult.
- If you do not want children in the same room, you may arrange for an additional room and assign appropriate adult supervision for the children.
- If you wish to use the nursery, guidelines are available for church-sponsored activities. Request a copy of Nursery Guidelines at the time of room reservation.

### Van Use:

\_\_\_\_\_ Ford Van  
\_\_\_\_\_ GMC (Diesel) Van

- Keys for the van may be obtained the day prior to the event from the office.
- A Request Form must be completed for reservation and authorization
- The van must be returned to the church with seats, floor, and windows clean and gas tank must be at least half full.