

# Central Seventh-day Adventist Church Request for Use Form

## Procedure for Requesting Use of the Central Seventh-day Adventist Church

1. Complete this form and deliver it to the Central Liaison at least **one month** prior to the date you are requesting to use the Church. The Central Liaison will check both the school and the Church calendars and assure that there is no scheduling conflict. If there is a conflict, you will be notified.
2. Central Church cannot be used for secular activities on the Sabbath.
3. Use of the Church premises on the Sabbath will be permitted only if it does not interfere with the functioning of the Church.
4. The person making the reservation must be present at all times during the use of the Church. The person making the reservation must arrange to borrow an entry key and a key for the room that will be used.
5. The Church is being made available to Central Church members for their personal use (family reunions, parties, etc.), but the Church is not available for church member business use.
6. No storage is available in any of the classrooms. Temporary storage may be available -- upon request -- elsewhere in the Church.

**FACILITY TO BE USED FOR:** \_\_\_\_\_

**AVAILABLE ROOMS AT CENTRAL**  
Please check the area you want to use.

- Sanctuary
- Fellowship Hall
- Kitchen

**CLASSROOMS:**

- Cradle Roll Room
- Kindergarten Room
- Primary Room

- Junior/Earliten Room
- Youth Room

**DATES/TIMES REQUESTED**

**DATE REQUESTED:** \_\_\_\_\_ **FROM:** \_\_\_\_\_ **TO** \_\_\_\_\_

**DATE REQUESTED:** \_\_\_\_\_ **FROM:** \_\_\_\_\_ **TO** \_\_\_\_\_

**SPECIAL EQUIPMENT NEEDS**

- I WILL BE BRINGING ALL OF MY OWN EQUIPMENT.
- I WILL NEED THE ASSISTANCE OF THE AUDIO/VISUAL TEAM FOR MY EVENT (a member of the Central Audio/Visual Team will contact you to determine your equipment needs.)

**OTHER NEEDS**

- I WILL REQUIRE MEALS BY THE CENTRAL STAFF:  Breakfast  Lunch  Supper **Number of People** \_\_\_\_\_
- I WILL NEED THE FOLLOWING: \_\_\_\_\_

I understand that I am personally responsible for both the security of the building and the cleanliness of the building upon the conclusion of my use. I understand that if I do not leave the building secure and in at least the condition that I found it, my Central privileges may be revoked and I may be charged for building cleaning and/or repair/replacement of damaged items. I understand that I may not be granted all the requests made herein. The following individual(s) has been asked to open and/or lockup the facility for my event:

\_\_\_\_\_  
Person asked to open facility

\_\_\_\_\_  
Person asked to lockup facility

PRINTED NAME: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please email form to [ReserveChurch@stlouiscentral.org](mailto:ReserveChurch@stlouiscentral.org) or return to Dan Kiernan. Please keep instructions on page 2.

FOR OFFICE USE ONLY:

Approved by: \_\_\_\_\_  
(PRINTED NAME)

\_\_\_\_\_  
(DATE OF APPROVAL)

# SECURITY AND CLEANING PROCEDURES

## (Church Member should maintain this paperwork)

**When you use the Central Church facility, you MUST assure that:**

- **you are present at the Church at all times during your event**
- **you follow the lock-up procedure**
- **you leave Central in at least the same condition in which you found it (if not better)**

### Your Responsibilities

Central counts on your group's responsibility to care for the building, and we thank you in advance. When your function has finished, please make sure the "General" steps are completed as well as the specific cleaning for the particular room/rooms that your group has used. **THE UTILITY CLOSET WILL BE LEFT UNLOCKED SO THAT YOU HAVE ACCESS TO THE CLEANING SUPPLIES.**

#### GENERAL

- Chairs, tables, equipment – returned to their original place
- Any decorations totally removed (including tape)
- If the building/equipment is damaged due to neglect or misuse, you will be charged for repair/replacement
- Trash put in the outside trash container
- No food permitted outside the Fellowship Hall
- "NO GUM" please in the Sanctuary.

#### CLEANING

##### Sanctuary

- Trash must be picked up and put in the outside trash container
- Chairs/tables put back in their original position
- Vacuum the floor
- All electronic equipment returned to its place and turned off
- Sweep floor
- All decorations removed

##### Kitchen

There are no paper products at the Church for personal group usage, YOU MUST PROVIDE YOUR OWN PAPER PRODUCTS AND PLASTIC WARE.

- Trash put in the outside trash container
- New trash liners in can
- Make sure stove/oven turned off
- Clean the stove
- No leftovers left in the refrigerator
- All cooking utensils cleaned and put away
- No food left on counter top or in cupboard
- Make sure sinks are clean – no food or dirty dishes
- Microwave cleaned
- Wipe down counter tops
- Sweep floor
- Mop any spills or food messes

##### All Classrooms

- Trash must be put in the outside trash container
- Chairs/tables put back in their original position
- Vacuum the floor

##### Fellowship Hall

- Trash put in the outside trash container
- New trash liners in can
- No food left on tables
- Tables and chairs put back in their original position
- Wipe down tables (if they are not covered)
- Mop any spills or food messes
- Sweep floor
- All decorations removed

##### Bathrooms

- Make sure all toilets are flushed and clean
- Trash must be put in the outside trash container
- Sweep floor
- Mop any spills or messes

#### LOCK-UP PROCEDURES

*Regardless of which rooms you have used, your lock-up duty involves the WHOLE Church building. You may enter the building using the key to the Sanctuary side door (unless you have been given a key to the main door). Unlock the main doors using the allen wrench located at each door, relock all doors using the allen wrench located at each door. If the 2 south doors (facing Wydown) and the east door (facing Skinker) are unlocked using a key (not the allen wrench), they MUST BE locked using a key.*

- Check exterior doors for all of the 4 primary ENTRANCES which are unlocked.
- Check WINDOWS for rooms which are unlocked
- Before leaving, turn the air conditioners off in all rooms.
- Turn off all lights throughout the Church (including bathrooms).
- Close the front door after yourself and check it to make sure that it is firmly closed and locked. Check the other 3 entrances to ensure they are locked.