

CHURCH USE REQUEST FORM for St Louis Central SDA Church

Submit completed form to the Church Use Coordinator at least **one month** prior to the date of your event. Please print.

Non-Ministry requests for Sabbath, long term requests (more than three days) and Non-Member requests need Church Board approval. The Board meets the second Tuesday of each month. All other request will be considered for approval by the Church Use Coordinator.

Name of person making the request _____ **Date** _____

Are you a member of St. Louis Central SDA Church? YES NO

Address _____

City _____ Zip Code _____

Phone _____ Email Address _____

Church will be used for _____

1st Date Requested _____ : Start Time _____ : End Time _____

2nd Date Requested _____ : Start Time _____ : End Time _____

3rd Date Requested _____ : Start Time _____ : End Time _____

If more dates are needed, list them separately on the back of this form.

OR

Ongoing Use: Day(s) of Week and Frequency _____
(Example: First Wednesday of the month or Every second and fourth Sunday)

Beginning Date Requested _____, Last Date Requested _____

Start Time _____ : End Time _____

Which room(s) are you requesting to use: (check all that apply)

Sanctuary Fellowship Hall Kitchen Youth Room Junior/Early Teens

Primary Room Kindergarten Room Cradle Roll Room

The individual(s) you have asked to open and/or lockup the church for your event: (Required)

_____, _____

How should your event information appear on the Church Calendar? _____

Special Services: Check all that apply.

_____ I need A/V services. Please have the Media Ministries Team contact me.

_____ I need Food services. Please have the Deaconess Team contact me.

_____ I need _____ Please have the appropriate team head contact me.

If you require Audio/Visual services, Food services, or other special services, you will need to make separate arrangements with the appropriate team head. Since the members of those teams are volunteers and have many other responsibilities, they may not be able to meet your needs. **Approval of church use does not imply these services will be provided.**

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. (See attached Security and Cleaning Procedures) I understand that if I do not leave the building secure and in at least the condition that I found it, my Central Church Use 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.

If you are using Fellowship Hall on the Friday, Sabbath or Sunday prior to the 3rd Monday of the month, you must stack all chairs and tables on the racks and move them to the Junior/Early Teen room.

Signature _____

Return the COMPLETED form (not the procedure page) to the Church Use Coordinator, Dan Kiernan, or email to ReserveChurch@stlouiscentral.org.

Additional Dates requested:

4th Date Requested _____ : Start Time _____ : End Time _____

5th Date Requested _____ : Start Time _____ : End Time _____

6th Date Requested _____ : Start Time _____ : End Time _____

7th Date Requested _____ : Start Time _____ : End Time _____

8th Date Requested _____ : Start Time _____ : End Time _____

9th Date Requested _____ : Start Time _____ : End Time _____

10th Date Requested _____ : Start Time _____ : End Time _____

FOR OFFICE USE ONLY:	
Approved by: _____ (SIGNATURE)	Daniel Kiernan _____ (DATE OF APPROVAL)
A/V Team contacted on _____ (DATE)	Deaconess Team contacted on _____ (DATE)
Other Speial Services contacted on _____ (DATE)	Other Special Services contacted on _____ (DATE)

PROCEDURE FOR REQUESTING USE OF THE CENTRAL SEVENTH-DAY ADVENTIST CHURCH

1. Complete the form and deliver it to the Church Use Coordinator at least **one month** prior to the date you are requesting to use the Church. The Church Use Coordinator will check the Church calendar to 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 request must arrange to have a key to the church or find someone who will open and close the church.
5. The Church is being made available to Central Church members for their personal use (family reunions, parties, etc.). The church is NOT available for church member business use. There is a fee for non-members.
6. No storage is available in any of the classrooms. Temporary storage may be available -- upon request -- elsewhere in the Church.

SECURITY AND CLEANING PROCEDURES (Church Member should retain this page)

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)** Central counts on your group's responsibility to care for the building, and we thank you in advance. When your event 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.

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
I 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
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.***
Make sure all doors are **locked** and **latched**, this includes the East doors, the Sanctuary door, the Main doors and the West doors.

Close all windows in the church building
Turn off all air conditioners in the church building
Turn off all lights throughout the Church

Once you are outside, check all four entry doors to make sure they are locked and latched.

If you are using Fellowship Hall on the Friday, Sabbath or Sunday prior to the 3rd Monday of the month, you must stack all chairs and tables on the racks and move them to the Junior/Early Teen room.

KEEP THIS PAGE FOR YOURSELF. USE IT AS A CHECK LIST AT THE END OF YOUR EVENT.