

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.

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)

\_\_\_\_\_

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.

(over)

How should your event information appear on the Church Calendar? \_\_\_\_\_

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 storeroom.

Signature \_\_\_\_\_

Return the COMPLETED form (not the procedure page) to the Church Use Coordinator, Dan Kiernan, or email to dkiernan@charter.net

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: \_\_\_\_\_ Daniel Kiernan \_\_\_\_\_  
(SIGNATURE) (DATE OF APPROVAL)

A/V Team contacted on \_\_\_\_\_ Deaconess Team contacted on \_\_\_\_\_  
(DATE) (DATE)

Other Special Services contacted on \_\_\_\_\_ Other Special Services contacted on \_\_\_\_\_  
(DATE) (DATE)

Notes:

**ST LOUIS CENTRL CHURCH IS A WEAPONS FREE ZONE, INCLUDING LICENSED CONCEALED CARRY WEAPONS, AS STATED IN MISSOURI STATE LAW 571.107. Line 14.**

Revised 2/10/2020

## **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  
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 storeroom.

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