

# FIRST LUTHERAN CHURCH Building Reservation Request

Name of Organization	Activity Date	
Purpose of Event	Room(s) Requested	
Name of Requestor	Number of Participants	
Email Address	Set-up Time (setup same day as event)	
Home phone number	Start Time	
Mobile phone number	End Time	

Utility Use fee (non-profit rates available)	(Maximum \$100)	Equipment requested:	
Room	Utility fee per hour	<input type="checkbox"/> Lectern	<input type="checkbox"/> Screen (portable)
Nave (Worship space)	\$25	<input type="checkbox"/> Sound system	<input type="checkbox"/> VCR/DVD/TV
Fellowship Hall	\$15	<input type="checkbox"/> Stand mics _____	<input type="checkbox"/> Whiteboard
Kitchen	\$10	<input type="checkbox"/> Wireless mics _____	<input type="checkbox"/> Overhead projector
Lounge	\$5	<input type="checkbox"/> Computer projector (your computer)	___ 25' extension cord
Kitchenette	\$5	Other	
Classroom	\$5 each		
Staff- if requested Building Manager	\$25 per hour		
<b>The church may be locked during your event. Please pick up a key during office hours.</b>		Key #	Date received

Specific room set-up

Note: Fellowship Hall is setup with 9 round tables, each seating 8 people (72 total) Maximum Fellowship Hall seating- 150

**No alcohol or tobacco products permitted**

Please see reverse side for clean up and departure procedures

Emergency Contact Numbers: Church Office 419-422-2638 (Mon-Thu 8:30-3:00, Fri 8:30-Noon)  
Building Manager -Wayne Dukes 419-306-3358 (cell)

# FIRST LUTHERAN CHURCH DEPARTURE CHECK LIST

The following is a check list to help you have a successful conclusion to your activity. We hope you enjoyed using our facilities and hope to partner with you again in the future. Please follow the detailed check list to ensure the church, left in your care, is clean.

Please remember while you are in the building, you are in God's house.

FELLOWSHIP HALL	DONE	COMMENTS
Tables and chairs wiped cleaned		
If you moved tables, returned to original location <ul style="list-style-type: none"> <li>○ There are marks on the floor for location (▶)</li> <li>○ Do not drag tables when moving</li> </ul>		
If you moved benches, returned to original location <ul style="list-style-type: none"> <li>○ There are marks on the floor for location (▶)</li> <li>○ Unlock wheels when moving</li> </ul>		
Decorations have been removed and stored		
Spills mopped and floor swept <ul style="list-style-type: none"> <li>○ Brooms and dust pan located in Chair Room</li> </ul>		
Trash bagged and liners replaced <ul style="list-style-type: none"> <li>○ Trash taken to dumpster (south of building)</li> </ul>		
Plastic table cloths (if used) <ul style="list-style-type: none"> <li>○ Wipe off and leave on table to air dry</li> <li>○ Building Manger will return them to storage</li> </ul>		
Exhaust fans turned off		
Doors locked and lights off (see BUILDING)		
KITCHEN AND KITCHENETTE	DONE	
No food down the drains		
Empty refrigerator and freezer compartment <ul style="list-style-type: none"> <li>○ Clean any spills</li> </ul>		
Clean countertops		
Dispose of food in strainer and wipe clean sinks		
Clean microwave (if used)		
Sweep floor		
Trash bagged and liners replaced <ul style="list-style-type: none"> <li>○ Trash taken to dumpster (south of building)</li> </ul>		
Recyclables taken to center (south of building)		
RESTROOMS	DONE	COMMENTS
Water turned off		
Toilets flushed		
Building Manager will replenish paper products		
BUILDING	DONE	COMMENTS
Lights off		
Doors locked <ul style="list-style-type: none"> <li>○ East Entrance</li> <li>○ Elevator Entrance</li> <li>○ Loaner key returned to office (use mail slot)</li> </ul>		

Please leave completed checklist on kitchen counter.

Checked by \_\_\_\_\_ Date/time \_\_\_\_\_