

Event / Room Reservation Request

WHAT IS THE TIME & DATE OF YOUR NEED? _____

WHAT ROOM OR ROOMS DO YOU NEED? _____

FOR WHAT WILL THE SPACE BE USED? _____

Please list the following information:

- Your name / organization: _____
- Your phone number: _____
- Your e-mail address: _____
- How many people will be attending: _____
- Indicate if you have requested and are familiar with the Property Policy of CommUNITY Church :

Yes: _____ No: _____



Property Use Guidelines

The user shall be responsible for leaving the facilities, including restrooms, in a clean and orderly condition. Should damage occur to the building, its furnishings, equipment or materials, the user will be held responsible for expense of repairs. Garbage/trash must be placed in the receptacles located in each room and indoor trash cans are to be emptied with the garbage placed in the outside trash cans. Please contact Pastor Dan Carawan or a Property Team Member to obtain entry into the building. Pastor Dan Carawan will inspect the building after all cleaning is complete and you have contacted him to that end.

Any and all cleaning are the responsibility of those using the facility. Cleaning efforts are to be approved by Pastor Dan Carawan or a Property Team Member.

Each group is responsible for securing the building upon departure.

Close all doors, including interior doors (fire safety)

Turn off lights and fans

Leave restrooms clean. Turn off faucets and flush toilets

Lock entry doors

Return keys to Pastor Dan Carawan or a Property Team Member no later than the next business day

Any special requests for heat or air conditioning must be made in advance. This would include the use of any special equipment. Please contact Pastor Dan Carawan or a Property Team Member.

Church equipment is not to be borrowed and/or removed from church site without permission of Pastor Dan Carawan or a Property Team Member. Church owned supplies, kitchen equipment or food may not be used except by specific arrangement on each occasion from Pastor Dan Carawan or a Property Team Member.

Any items moved will be returned to its original position after use of the facility.

Use of alcoholic beverages or illegal drugs is strictly prohibited on church property. There is a designated smoking area outside the church building. Smoking of tobacco is not permitted within the church building.

Persons under 18 years old shall not be in the facilities except with responsible adults. Groups of children or youth must have responsible adult supervision at all times. Responsible adults will remain on the premises until all persons under 18 years of age have left the church grounds.

The nurseries and play areas are available only to younger children (infant through kindergarten). They are not to be used without approval by Pastor Dan Carawan or a Property Team Member and without adequate, approved adult supervision. Adequate supervision demands no less than two CommUNITY Church approved adults. These areas are to be left in order and clean up is expected.

Only the approved rooms, hallways and restrooms may be used. All activities must be confined to that specific area.

No activities of any kind are permitted while the Word of God is being preached or taught. If you have questions regarding this policy, please contact Pastor Dan Carawan or a Property Team Member.

Associate Pastor Dan Carawan 540-293-4595	Property Team Member John Wingold 540-362-8551	Property Team Member Joel Akers 540-389-4221
Internal Use Only		
Date Received: _____		Date Approved: _____
Date Entered On Church Calendar: _____		