

Ministry Building Request Form

(Required for all events) Submit form at least 15 days prior to event. Should this event cancel or change, please contact the church as soon as possible.

Event Date & Time: _____ Type of Event: _____

Actual time you need access to building: From _____ to _____

Which door(s) need to be open for this event? North South East West All

Rooms needed for event: Main sanctuary Fellowship Hall Youth Café
 Kitchen Holy Grounds

How many people will be attending this event? _____

Number of 8 ft. tables needed? _____ 5 ft. Round tables with chairs? _____

Will you need: Microphone Sound System Screen/Projector
 Additional media equipment (Please describe on back of form)

How many of the following will you need:

10-in. plates _____ Small plates _____ 12-oz. bowls _____ Small bowls _____

12-oz. cups _____ Napkins _____

Will you be using the church's table coverings? _____

Please list any additional material you will need: _____

Childcare is available for church ministry events upon request *only* if:

- ⇒ At least 75 people are attending the event, and,
- ⇒ You know exactly how many children will be there one week prior to the event

By signing below you are agreeing to be accountable for the care and use of Newspring's facilities. If a key is needed to access during non-business hours, you are responsible for obtaining a key from the office and returning it within 5 days after the event. You will also be responsible for insuring that the room(s) are left in proper order, disposing of trash into the dumpster located on the SE corner of the parking lot, cleaning up the kitchen (if used—including washing dishes, sweeping/mopping floor, etc.), setting the thermostat back to original temperature (press "program" button after the event), and putting away all supplies used back into their original places.

Name (printed): _____ Date submitted: _____

Signature: _____ Contact Number(s): _____

Church Cleanup Checklist

Trash - (must be emptied from all rooms used and taken to dumpster on SE corner of parking lot)

- | | | |
|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Bathrooms | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Fellowship Hall |
| <input type="checkbox"/> Holy Grounds | <input type="checkbox"/> Choir Room | <input type="checkbox"/> Youth Café |

Fellowship Hall -

- Setup for H2O/Sunday School
- Vacuum
- Tables put back in appropriate closets

Kitchen -

- Dishes Washed
- Floors Swept
- Floors Mopped

Bathrooms- (includes front gentlemen's and ladies' restrooms and also back ladies' restroom)

- All paper towels cleaned off floor and counters
- Making sure all trash containers are emptied

Other Misc.-

- Returning all supplies used to original places (including tables, chairs, etc.)
- Setting all thermostats back to original temperature (press "program" button after the event)