

ADVENT LUTHERAN CHURCH

2010 Space Reservation Form

Name of Group: _____

Contact person: _____

Contact Person Home Address: _____

Contact Person Email Address: _____

Phone # : (day) _____ (evening) _____

Date(s) requested: _____ Thru: _____

* Any additional dates/times, please list on back of form.

Arrival Time: _____ Departure time: _____

Rooms Preferred: _____

THE CAPACITY OF ROOMS RESERVED ARE NOT TO BE EXCEEDED

Member request for off site use of church equipment

Folding tables requested – qty: _____ Date needed: _____ Date to be returned: _____

Folding chairs requested – qty: _____ Date needed: _____ Date to be returned: _____

Other equipment: _____ Date needed: _____ Date to be returned: _____

Visiting groups must submit this form in advance to the church office. The office will return a signed copy of this form as confirmation

This form must be signed and dated by the person/s assuming the liability as well as responsibility for the care and cleaning of Advent Lutheran Church property.

Church cleaning is a volunteer effort at Advent Lutheran Church. Please make sure the attached cleaning checklist is completed after the use of the room.

Thank you for your help!

Advent Lutheran Church Staff and Building and Grounds Committee

Signature of requestor:

Signature

Date

Signature of Advent Lutheran Church Building and Grounds Chairperson:

Signature

Date

Advent Space Reservation Cleaning Lists

Classroom(s) room # _____

- pick-up room
- empty trash cans and remove trash as needed
- tables and chairs from Fellowship Hall to be returned to storage area

Fellowship Hall / Bathrooms

- clean tabletops
- return tables and chairs to the way they were when you arrived
- empty trash cans and take to trash dumpster
- sweep floors in Fellowship Hall and entryway
- pick-up bathrooms
- sweep floors in bathrooms

Kitchen / Bathrooms

- clean counter tops
- empty trash cans and take to trash dumpster
- sweep tile floor in kitchen and hall
- pick-up bathrooms
- sweep floors in bathrooms

Other _____

- pick-up room
- empty trash as needed
- tables and chairs from Fellowship Hall to be returned to storage area

Cleaning supplies are in the janitor's closet between the north kitchen door and the women's restroom or under the sink in the kitchen. Key is hung on the left of the door frame.