



Christ Community Church Facility Use Request

Contact Name: _____

Current Date: _____

To enable coordination and service, please submit facility request at least two weeks prior for a simple event (earlier if possible). Multi-week and major events require more advanced planning. Addition instructions provided on page 2.

Date of Event: _____ (provide full date, including day of week)

Group and Event Information (complete below):

CCC: Event: _____ Supervising Staff/Leader: _____

PCCA: Event: _____ Supervising School Rep.: _____

Private: Event: _____ Group: _____ (May require fee. See page 2)

Contact Information: Phone: _____ Cell: _____ Email: _____

Address: _____

Room/Locations Requested and Additional Event Details

Rooms(s)/Location Requested: _____ Arrival/Set-up time: _____

Event Begins: _____ Event Ends: _____ Departure (include clean-up): _____

Estimated size of group: Adults: _____ Children: _____

Kitchen Nursery Other: _____

Furniture/Equipment Needs (Check options needed and provide quantities):

Tables (Quantity): Rectangular: _____ Round: _____ Serving: _____

Chairs (Quantity): Padded: _____ Folding: _____ Chairs per table: _____

Electronics: _____ Piano Podium Other Equipment: _____

Setup and Cleaning (Must check one option for both Setup and Cleaning):

Require custodial setup for event: YES NO (If YES, a fee may be required private events. See page 2.).

Require custodial cleanup after event: YES NO (If NO, you agree to cleaning requirements on page 2.).

If setup requested, please specify arrangements (Provide diagram, if necessary). _____

FOR OFFICE USE ONLY

CCC Approval By: _____ Date: _____

PCCA Approval By: _____ Date: _____

Entered on calendars. Custodian notified. Weekend Event? Additional approval received?

09/2013

Please fax, email, or leave in the church office for approval of your request.

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Facility Requests and Approval

- Facility requests should be submitted with as much advanced notice as possible, preferably with a minimum of two weeks' notice. Larger events require more advanced notice.
- All official **CCC** sponsored events should be submitted to the CCC office for review and approval. The name of the appropriate staff or ministry leader over that ministry or event should be included on the form.
- All official **PCCA** sponsored events should be submitted to the PCCA office for review and approval. The name of the approving school administrator should be included on the form. Once the request receives PCCA approval, the request will be forwarded to the CCC office for review and approval.
- All facility requests for **Private** events should be submitted to the CCC for review and approval. This includes outside group events and also events that are not official CCC or PCCA sponsored events, but which include individuals or members associated with the church or school.
- Official CCC and PCCA events take priority over Private events.
- Private events may require building and/or custodial fees. This determination will be made by the CCC office and staff, based on the nature and size of the event, length of time facility is in use, supplies used, and whether custodial assistance is required.
- Equipment and supplies in any room should not be used without approval. Equipment may be the property of CCC, PCCA, or private individuals. Proper approval is needed before using any equipment.
- Kitchen and pantry items: Many kitchen items are purchased and designated specifically for school or church use. It should not be assumed that they are available for use. Certain items have been sanitized for special use. So, before using any equipment or supplies, please obtain approval.

Required Cleaning and Setup Following Events

The following guidelines apply for any event scheduled **where custodial setup and cleanup is not requested**. When custodial service is not requested, the individuals in charge of or attending the event are responsible to ensure that the facilities are returned to the original condition and sufficiently cleaned, unless other options or arrangements are approved by the church and cleaning staff. Please take care to follow these instructions, as failure to do so could result in future facility requests not being approved. Please contact church office or cleaning staff with any questions. Thank you.

CHAIRS & TABLES:

After cleaning these items, return all chairs and tables to the proper storage location or return them to the room that they came from. If furniture or equipment is taken from classrooms, return the items and setup and arrange the room properly.

FLOORS:

Clean all floor surfaces. In addition to the room(s) used, this will include the floors in the restrooms and hallways accessed. Vacuum cleaners, brooms, dust mops, wet mops and buckets are available, as needed.

KITCHEN:

Clean all kitchen counters, sinks, ovens, and microwave ovens used. Wash and dry any dishes, pitchers, pans, utensils, or other equipment and return to proper storage location. As mentioned in the section above, no kitchen equipment or supplies should be used without approval.

RESTROOMS:

Clean all restrooms used for the event. This includes sinks and all fixture surfaces. Make sure restroom is properly stocked with paper products. Empty trash, sweep and wet mop floor as needed. Restrooms should be left in clean and neat condition.

LEFTOVER FOOD:

Do not leave leftover food from events in refrigerators or on the counters. Take these items with you when you leave.

TRASH:

Remove **all** trash from the event and take out to the dumpster in the back parking lot. **Do not leave food trash in containers overnight**. The dumpster key hangs by the small sink in the kitchen. Place fresh bags in the trash containers. Replacement trash bags are under the kitchen serving counter.

CLEANING SUPPLIES:

Some cleaning supplies are available in the lunchroom cabinet (along back wall). Please contact church office or cleaning staff if additional supplies will be needed for cleanup after your event.