

# MONROEVILLE COMMUNITY CHURCH BUILDING USE REQUEST

NAME OF PERSON REQUESTING USE: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE (S) REQUESTED: \_\_\_\_\_ TIME(S) REQUESTED: \_\_\_\_\_

ACTIVITY FACILITY IS TO BE USED FOR: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**AREAS TO BE USED (Check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> Gym Area                      | <input type="checkbox"/> Conference Room                         |
| <input type="checkbox"/> Main Lower Level (Classrooms) | <input type="checkbox"/> Sanctuary                               |
| <input type="checkbox"/> Fellowship Hall (Mezzanine)   | <input type="checkbox"/> Main Office Area                        |
| <input type="checkbox"/> Lobby Area                    | <input type="checkbox"/> Outdoor Areas (Playground/Grassy Areas) |
| <input type="checkbox"/> Kitchen                       |  |

PERSON RESPONSIBLE FOR UNLOCKING FACILITY \_\_\_\_\_

PERSON RESPONSIBLE FOR SECURING FACILITY \_\_\_\_\_  
(If different than above)

**CLEANING:** (Please check one option)

- Option A – We will clean up after the event
- Option B – We would like to pay for cleaning after the event using MCC janitor  
(Requires 2 week notice)

SPECIAL NEEDS/COMMENTS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I HAVE READ THE RULES AND REGULATIONS ON THE REVERSE SIDE OF THIS FORM AND I (WE) AGREE TO ABIDE BY SUCH

\_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
=====CHURCH USE ONLY=====

Is requested time available on church calendar YES NO

USE APPROVED\* \_\_\_\_\_ DATE \_\_\_\_\_

\*- Must be staff member or Trustee member (someone other than requestor)

COMMENTS: \_\_\_\_\_

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## MCC BUILDING USE RULES AND REGULATIONS

This form is used for all persons/groups who wish to utilize a portion of or the entire facility on a reserved basis. These rules are applicable to all persons regardless of membership status. The only exceptions to use of this form are Sunday Morning/Evening Services, Wednesday night activities, Special Services scheduled for holidays, and official church business meetings. Any questions on the applicability of this form should be addressed to the Trustees.

1. This form must be completed and approved prior to use.
2. Building must be secure after use this includes:
  - Lights off (Including restrooms)
  - Doors locked
  - Security alarm set
3. Cleaning is the responsibility of the person/group using the facility unless otherwise stated on the reverse side. This includes:
  - Empty any trash made (replacement bags are in the bottom of trash cans).
  - Pick up any large trash or debris off of floors.
  - Vacuum/sweep any crumbs or debris.
  - Put tables, chairs, or other equipment relocated back to original spaces.
  - If kitchen is used, wash, dry, and return to storage any dishes used.
  - Report any facility damage to church staff.
  - Restroom cleaning is required only for large groups.
4. Group using facility assumes all liability for injuries to personnel and facility. Person or group agrees to hold MCC harmless due to events and actions of members of the group. Groups outside of MCC must provide proof of liability insurance or waivers for permission by participants at least three days prior to the event.
5. If fire alarm sounds at any time, immediately evacuate the building and do not return until given the all clear by emergency response personnel.
6. If security alarm inadvertently trips, go to the nearest phone, answer and explain that you are a visitor and the alarm was tripped accidentally and that you will await the arrival of emergency personnel. Contact the person responsible for unlocking/locking the building.
7. There is no fee for utilizing the building provided no damage to facility and person(s) using the facility cleans up after their event. The church will accept donations if you so desire.
8. Cleaning supplies and restroom consumables are provided. Use of kitchen consumables requires the approval of the Hospitality Committee. Please include any requests for these materials.
9. Building may be used for any purpose as long as activities do not dishonor God or involve illegal acts (questions on this should be directed to the church staff).
10. Telephone use shall be limited to emergency and church business related uses unless prior arrangements are made. **Brief local** calls are acceptable to arrange transportation.