

MSF MINISTRY Building and Equipment Use Application

Please complete Sections 1 - 3

1. NAME _____ PHONE _____
 ADDRESS _____

2. **Please check one. I am requesting the building and/ or equipment for:**

Event _____ Start Time _____ End Time _____
 Day (s) of the week (circle) M T W T F S Su

Is Additional "set-up" time needed? (i.e.. Event is being held on Saturday and you would like to set up on Friday night.)
 Yes _____ No _____
 How Many People? _____
 I have read and accept the terms: **Guidelines for Building use are on the back .**
Please read and accept the terms before completing and turning in form:

INITIAL _____

3. **Rooms and Equipment: Please check all that apply.**

___ Auditorium (seats 200)
 ___ DVD ___ PROJECTOR ___ SOUND SYSTEM ___ CD PLAYER
 ___ STAGE ___ PIANO ___ MICROPHONES (how many) ___

___ Q' Kids Room (seats 30)
 ___ DVD ___ PROJECTOR ___ VCR ___ TV (VCR plays with TV only)

___ Café' (seats 16 at tables)
 ___ DVD ___ TV ___ WHITE BOARD

___ Kitchen
 ___ COFFEE MAKER ___ PAPER PRODUCTS (write in what you need) _____
 ___ POPCORN POPPER ___ OVEN ___ MICROWAVE *the refrigerator has limited space

___ Van (can only accommodate 11) *Back seat always remains out.
 ___ with seats ___ without seats

MISC:
 ___ Tables ___ How many (we have 15) ___ Chairs ___ How many (we have 30 Metal chairs)
 ___ Coolers ___ Drink Cooler ___ Tent/Canopy ___ Grill ___ Large Coffee Pot

Additional Information: _____

OFFICE USE ONLY AMT. OF DEPOSIT RECEIVED WITH APPLICATION _____ BALANCE DUE _____

Please make three copies of this form upon approval. Copy to Applicant – Copy to Office – Copy to Custodian

Building (and van) Use by MSF Ministries

(Youth, Small Groups, Ladies and Men's Ministry, Singles etc.)

****Please read the following guidelines very carefully to avoid problems.****

- Fill in the requested information and return to the office at least two (4) weeks prior to the event. *The earlier the better! **Dates are not reserved until this form is received and approved.**
- If you plan on using the Café / kitchen please see the guidelines for kitchen use below.
- You will need to stop at the Church Office during business hours, or make other arrangements, to pick up any necessary keys and make final arrangements with church office. This should be done 2 to 5 days prior to your event.
- Return any keys and report any problems or damages to the office during business hours, or by appointment, within three days of the completion of your activity (there is a \$20 charge for unreturned keys after 6 days).

Please Note:

Because there is no charge for building or van use by Morning Star Fellowship Ministries, it is your responsibility to clean and return everything back where it belongs (run sweeper, clean area and return tables, chairs, coffee machine, etc. to where you found them). A charge of \$25.00 per hour of necessary cleanup will be charged to the individual responsible for the building use if the building is not clean and/or items not returned to their places (minimum charge is \$25.00). See attached sheet for cleanup instructions and check off list.

******Theresa Decker is the overseer of the Building and Van use. Any problems should be directed to her. Thank You!**

Guidelines For Using the Café/Kitchen

- It is your responsibility to put away everything where you found it.
- If you use any of the equipment, please clean it up and put it away.
This includes coffee pots; drink containers; dishes; pans; etc.
- Do not leave dishes in the dish drainer. Wash, dry and put away in the proper place.
- Do not leave food in the refrigerator after you are done. Dispose of all trash.
The trash receptacles are located in the back of the parking lot.
- Sweep the floors. Wash if needed. Buckets and supplies are located in the utility closet.
- Church supplies are to be used for church ministry only. This includes paper products.
- Dishtowels and cloths are to be taken home and washed after use. Return them cleaned and put them away in the proper drawer.

THANK YOU!

CLEANING CHECKLIST FOR MINISTRY EVENTS

Please use this checklist after your building use to ensure that you have cleaned all areas.

- _____ Tables and countertops wiped.
- _____ Floor swept. (Please mop if needed).
- _____ Dishes washed and put away.
- _____ Coffee pots and drink containers washed and put away.
- _____ Area vacuumed if needed.
- _____ All trash placed in the dumpster (located at the end of the **back** parking lot).
- _____ Trash can liners replaced.
- _____ Bathrooms cleaned.

All supplies are located in the **Utility Closet** in the Fellowship Room. Please return this completed form to the office following your event.

Person Responsible for clean-up _____
Daytime Phone Number _____
Date of the Event _____

OFFICE USE ONLY:

Key Returned _____
Yes - No - Not applicable

Date returned _____

Cleaning fee assessed: _____
Yes/no Initials