

PERSONAL 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:
 MSF Ministry Use. Ministry Name _____
 Member Personal Use Non-Member Personal Use Date (s) _____
 _____ Day (s) of the week (circle) M T W T F S Su
 Event _____ Start Time _____ End Time _____
 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 Use personal events

(Birthday party, shower, anniversary, etc.)

Please read the following guidelines very carefully to avoid problems.

- **Members of Morning Star Fellowship** pay only \$25 to rent a room for personal use. *However, a \$50 cleaning fee reimbursement will be collected when the room (s) is reserved. \$25 will be returned after the event and the attached "checklist" is completed and returned to the office. *Please note additional fees for sound technician.*
- Please fill in the other side of this **Building Use Form** . Fill in the requested information and return to the office with payment at least two (2) weeks prior to the event. **Dates are not reserved until this form and payment are received and approved.**
- **Set-up and clean up will be the assumed responsibility of the party reserving the building.** *If you choose no to clean up yourself, AND Morning Star's custodial employees are available, there will be \$50.00 clean up fee.*
- If you plan on using the Café/kitchen please see the guidelines for kitchen use below. This includes any use of the kitchen.
- 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 Theresa Decker. **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).

******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!

Item	Cost	Total
Custodial Fee	\$50	
Sound Technician	\$60	
Total Reimbursements:		\$

CLEANING CHECKLIST FOR PERSONAL EVENTS

(Showers, parties, etc.)

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. Once received and reviewed your \$25 cleaning fee deposit will be returned to you if cleaning is satisfactory. Thank you for doing your part to keep Morning Star Fellowship clean.

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 returned _____
Yes/no Initials