



# Facility Usage Request Form

## The Akron First Seventh-day Adventist Church

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Please fill out this form completely and return it to the church office.

### Event Information

Contact Person: \_\_\_\_\_ Church Ministry: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Special Arrangements: \_\_\_\_\_

Rooms Needed: \_\_\_\_\_

A key is needed. Member who will pick up the key: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

### Facility Reservation Policy

1. Church activities have precedence over all other requests for use. Use is not exclusive; other groups may be in the building at the same time.
2. Facility usage requests must be submitted for approval prior to the church board meeting preceding your scheduled event. The church board usually meets the second Tuesday of every month.
3. For any cancellations or changes regarding your request, please notify the church office as soon as possible.
4. A facility key will be issued to a member of the church upon request. Keys may be checked out up to a week in advance and should be returned within of week of their usage.

### Facility Usage Policy

1. The church facility must be left in a good condition - cleaned up with garbage removed, all tables and chairs returned to their proper location, lights turned off, and doors locked.
2. Thermostats are set to maintain an efficient use of heat/air; please do not change the settings.
3. Please do not use the sound equipment or equipment in the church office unless authorized.
4. No alcohol or smoking is allowed on the premises. Food and beverages should not be brought into the Sanctuary.
5. Accidents affecting persons or property must be reported immediately to the church office.

*I have read the church facility reservation and usage policy and agree to the above guidelines. I understand that completion of this form does not guarantee a reservation.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*