

FACILITY RESERVATION REQUEST

Name: _____

E-mail address: _____

Contact Phone Number: _____

Event Date: _____ **Start Time:** _____ **End Time:** _____
(including setup) (including clean up)

Name of Group or Event: _____

Anticipated Attendance: _____ **Is this a reoccurring event?** Yes No

If this is a reoccurring event please explain the details below:

Desired Facility:

- Family Life Center
- Fellowship Hall
- Sanctuary
- Small Church
- Outside
- Classroom

Relevant details concerning the event request:

FACILITY USE AGREEMENT

I have read the Facility Use Policy and Procedures of PGBC and I understand and agree to the following:

- The ministry and programs of PGBC take precedence.
- The space should be left in a clean and secured condition. (See Facility Use Checklist).
- Your group is responsible to arrange for opening and closing of the facility and maintaining security while you are using the building.
- Persons and property will be respected while your group is using the building.
- All rules defined in the Facility Use Policy must be followed.

I understand that as the Sponsor, I am responsible for ensuring that this event will be safely conducted, that the guidelines and procedures are followed, and that the areas used will be cleaned and returned to their original condition.

Printed Name _____ Date _____

Signature _____

To report building concerns or if you have an emergency to report please contact one of the following individuals. Please **DO NOT report non-emergency concerns** after normal business hours.

Emergency Contacts:

Kenny Bonner	770-337-5388
Joe Dobson	770-428-6552
James Moss	404-771-1064
Scotty Davis, Pastor	678-744-3750

FACILITY USE CHECKLIST

Purpose: To ensure that all users of the facility leave it in a clean, secured, presentable manner we appreciate your help confirming the items below are taken care of following the event.

- All tables and chairs cleaned and returned to designated positions
- Dishes, pots and pans, and utensils washed, dried, and returned to storage position
- Countertops and sink washed
- Stovetops washed clean, including burner trays; oven wiped clean (if used)
- Microwave washed clean of spills and spatters
- Kitchen floor swept clean
- Leftover foods properly stored or disposed of to prevent insects and rodents
- Inside trash can bags tied and taken to the dumpster to prevent sour odors in the building
- Trash cans relined with proper size bags (in kitchen areas)
- Storage closet left clean and in order (please put unused utensils and plates, etc. in containers provided or in zip lock bags)
- All tables washed clean and wiped dry
- Supplies and equipment returned to their proper place
- Soiled tablecloths, dishcloths, and dishtowels placed on the countertop or sink.
- Carpet inspected and any spills wiped up immediately. Vacuum area as needed
- Heating or air conditioning adjusted or turned off at the thermostats. All lights turned off in all rooms (including bathrooms).
- Flush toilets and be sure they are not running
- Make sure all buildings and rooms are LOCKED when departing
- Leave all the facilities clean and presentable for the next use!**

I have checked all items listed: _____
(Printed Name / Signature)

Date of Event: _____