

**Epiphany Lutheran Church
Facility Utilization Request
September 1, 2023-August 31, 2024**

Today's Date: _____ Contact Person: _____

Date (s) Needed: _____ Contact Number: _____

Activity: _____ Contact Email: _____

Frequency of Meeting (circle one):
One time only
Weekly **Sun Mon Tues Wed Thur Fri Sat**
Monthly
Bimonthly
Other _____

Arrival Time: _____ Published Beginning Time: _____

Published Ending Time: _____ Departure Time: _____

Age Group Participating: _____ Number of People: _____

Equipment Requested: _____ Room (s) Requested: _____

Note: Please submit this form at least two weeks prior to the event. We will try to accommodate your request based on availability. Diagrams for room set-up need to be given to Brian Bennett two weeks prior to the event. Long-term usage requests must be submitted each year by the first Sunday in August. Our schedule runs from September 1-August 31 each year.

Childcare: If a group has reserved babysitters for their event and they cancel their event without notifying the church or head nursery attendant 24 hours in advance, the group will be responsible for paying for childcare as if the activity had taken place. The current rate is \$15/hour. Ex: If the event is 2 hours long and you have 2 sitters, you will owe \$60. Please contact Debbie Oravetz for payment options.

Please return this form to Dorian Cornelius' box outside the church office or email it to dorian@epiphanypearland.org.

For questions, contact Brian Bennett at 281-485-7833 x311 or Dorian Cornelius at 281-485-7833 x322.

For event publication, contact Cindy Eppelheimer at cindy@epiphanypearland.org or 281-485-7833 x318.

OFFICE USE ONLY

Request Approved By: _____ Date: _____ Copies Given: _____

Room(s) Assigned: _____ Date(s) Assigned: _____

Activity Placed on Calendars: _____ Entered Through: _____

FACILITY USE GUIDELINES

Reference Policies: FAC 001.0.3 General Facility Utilization
FAC 004.0.2 Facility Setup and Closing Procedures
FAC 005.0.0 Kitchen Usage
FAC 006.0.0 Lending of Facility Asset

- Doors are locked for the safety and security of all who use the facility. Any door that is unlocked must be relocked and secured at the end of allotted usage time.
- Any use of the facility must not damage the facility or leave permanent marks or residue.
- Room furniture setup is placed to accommodate overall facility scheduling. It must be returned to its original configuration at the end of allotted usage time.
- All groups using the facility must straighten the room or area and place trash in proper receptacles.
- If food has been served during the event, all trash containers containing discarded food must be secured in trash bags and placed in the dumpster or as otherwise directed.
- If food or drink have been served and/or if paint, markers, or sticky substances have been used, tabletops and countertops shall be cleaned.
- Floors must be cleaned of trash, spills or other accidents.
- Cleaning supplies and trash bags are located in the cabinets of the main building kitchen and room 203 kitchenette. The AFLC kitchen has cleaning supplies located in the under-sink cabinets. Trash bags are located in the pantry.
- When removing tables or chairs from storage return them to their original location at the end of the event allotted time. If items are used in different locations for an extended amount of time inform the Facility Manager of the location and amount of time to be relocated.
- When removing equipment, tools or other items from stored location return them to their original location in clean, good and operating condition after use. If items are to be used for an extended amount of time inform the Facility Manager of the location and amount of time to be relocated.
- Please notify the Facility Manager when facility components, equipment, assets are not operating properly, are damaged or need replacing. Work order request forms are located outside the Facility Manager's office.
- When borrowing assets that will be utilized off-site, a minimum 2-day notice should be given and a "Lending of Facility Asset Request Form" shall be submitted.
- Facility assets must not be discarded without notifying the properly designated person or the Facility Manager.