JENISON BIBLE CHURCH
6360 14th Avenue
Hudsonville, MI 49426

Building Use Application - Church Function

Date Submitted: _____ Group: _____

Name:_____ Home Phone:_____

Email Address: _____ Cell:_____

Address:_____

We hereby request the Board of Deacons of Jenison Bible Church to approve the use of the church building for the purpose of _____(event).

Set-up Date /Time:_____ Event Date/Time:_____

Hours Of Use:

Sanctuary_____ Youth Area_____

Fellowship area (N104 & N105) _____ Kitchen_____

Outdoor Facilities_____ Other _____

We will require the use of the auditorium sound system ( ) Yes ( ) No
We will require a code to open the building.* ( ) Yes ( ) No

***If "yes", please call the church office one week prior to your event to have a code assigned to you.**

We will obey the following listed requirements:

1. The applicant will handle the arrangement, rearrangement and/or storage of all church furniture and decorations moved during the event.
2. The applicant will not hold Jenison Bible Church responsible for any equipment and/or personal property, which is lost, stolen or damaged during the event.
3. The applicant will be responsible to fully clean area(s) of the church used after the church is cleaned for the week (Friday night or Saturday - cleaning list on the reverse side).

Please see reverse side.

Cleaning which must be done after any event (see #6):

1. Vacuum any areas that were used.
2. Put Chairs and Tables back, etc.

Areas of the church that need to be cleaned if your event is on a Friday or Saturday:

1. Vacuum any areas that were used.
2. Empty all wastebaskets used and take the trash out to the dumpster.
3. Clean the kitchen if used:
   - Counter tops
   - Clean the stove if used.
   - Sinks
   - Floor (clean up any spills and crumbs)
   - Empty waste baskets
4. Clean all the bathrooms that were used:
   - Make sure the toilets are flushed
   - Clean toilets
   - Clean the sinks and counter tops
   - Empty wastebaskets
   - Clean the floor, if needed
5. Nursery Area:
   - Vacuum if needed
   - Empty trash
   - Empty diaper pails
   - Clean bathroom
6. Rooms #N-104 & N-105 (next to the kitchen)
   - Put chairs back for Sunday school (see diagram in kitchen)
   - Vacuum
   - Empty Trash
   - Wipe or mop ceramic tile

Comments and/or special conditions: _____

_____

Signature:_____ Date: _____

Below for Office Use Only

Church Calendar Checked:_____ Janitor's Review: _____

Deacons' Approval: _____ Date: _____

Assigned Sound System Operator (if required) _____

Assigned Duty Deacon (if required) _____

Version: May 13, 2010