



FACILITY USE FORM

This form is also available online at fccsv.com

Today's Date _____ Person Making Request _____

Event Name _____

DESCRIPTION OF YOUR EVENT

Date _____ Starting Time _____ Ending Time _____

Regularly Occurring [Start Date _____ / Stop Date: _____]

Location of Event: _____

Event Contact: _____

Rooms Needed: _____

Contract and payment information attached

Audio/Visual Needs: _____

Other Needs: _____

Signature _____ Date _____

OFFICE USE ONLY

- Request Denied
- Further Information Requested
- Request Accepted

Office Signature _____ Date _____



Please do not use tape or pushpins of any kind on the doors, drywalls or ceilings.
GLITTER is not allowed anywhere in this facility.

- _____1. Please DO NOT adjust thermostats, they are now pre-set.
- _____2. If you move the tables and chairs or other equipment, please return them to their original position.
- _____3. Please leave the Fellowship Hall, kitchen and bathrooms clean. **Vacuum in right hand closet.**
- _____4. You must supply your own Beverages, Paper Plates, Cups, Napkins and plastic eating utensils.
- _____5. Make sure all doors and windows that you have access to are closed and locked before leaving.
- _____6. Be sure all water faucets are turned off and toilets have been flushed before you leave.
- _____7. Please take out all trash and turn off ALL lights when you leave.
- _____8. Place this completed check list in the designated area in the entryway.
- _____9. Kitchen dishes and utensils are not available for use. If you use the coffee pot, please wash and put back in its original place.

A \$200.00 cash deposit is required beforehand. After building inspection, this may be refunded if all above required are followed.

IF you need to check out a key, you will be required to sign a key agreement.