

# MINISTRY EVENT/MEETING NOTIFICATION & APPLICATION FOR USE OF FACILITIES

Calvary Baptist Church: 700 E. Monte Vista Ave., Turlock CA 95382, Phone 632-2391

This form is intended for the use of CBC ministries to have an event or meeting added to the church calendar and permission to use the church facilities OR to inform the church office of ministry activities taking place offsite for calendar and safety purposes. The form is to be given to church secretary and must be received two weeks in advance. Applicant can typically expect to be notified of approval or denial within one week and will receive a copy of the form.

**Please check each facility area requested:**

- |  |   |
|--|---|
| <input type="checkbox"/> Gym - <u>Circle</u> : with or without tables & chairs   | <input type="checkbox"/> Sanctuary - <u>Circle</u> : need or don't need A/V Techs |
| <input type="checkbox"/> Gym with bleachers                                      | <input type="checkbox"/> Classrooms (Main Bldg./Min. Center): _____               |
| <input type="checkbox"/> Dining Rm. - <u>Circle</u> : with or without kitchen    | <input type="checkbox"/> Calvary Café   |
| <input type="checkbox"/> Other (Chapel-small services, parking lot, etc.): _____ | <input type="checkbox"/> Offsite: _____   |

**Ministry:** \_\_\_\_\_ **Person Responsible:** \_\_\_\_\_

**Phone #(s):** \_\_\_\_\_ / \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_ **Expected Attendance:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ Day of Week: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Add'l. Dates:** Beg. Date: \_\_\_\_\_ End: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
(Or attach list of dates)

**Set-up/Rehearsal Date:** \_\_\_\_\_ Access Time: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Exit Time: \_\_\_\_\_

**Tables Needed:** \_\_\_\_\_ **Chairs Needed:** \_\_\_\_\_ **Will food be served?** \_\_\_\_\_ **Will kitchen be used?** \_\_\_\_\_

**PLEASE READ: Responsibilities for Use of Facilities**

The individual organizing the event or meeting is responsible for unlocking/locking up, setting up, cleaning up, turning lights off and re-setting thermostat when done so please bring this checklist with you to your event. Contact the secretary, Heather Sturdivan, (Tuesday through Friday, 8:00 am to 3:30 pm) to check out keys. Keys are to be returned ASAP. Thermostats may be adjusted to a reasonable temp but please do not press the "Hold" button. Rooms used need to be returned to normal set up. Any trash, food or spills on tables and floor are to be cleaned up. Trash cans are to be emptied in dumpster (located in west parking lot). Check restrooms and pick up any trash on floor. Make sure ALL exterior doors are pulled shut and locked.

Tables and chairs that meet the requirements to be on the gym floor are limited, if using something other than CBC's furniture, please check with secretary or Property Team leaders. Tables and chairs removed from the Dining Room must be returned (8 tables with chairs). Additional tables and chairs from storage room are to be returned and placed on carts.

Gym & Classrooms: Please do not serve food in Ministry Center foyer. Sweep floors (dry mop located at end of bleachers in gym or broom in kitchen). Whiteboards in classrooms need to be wiped. Other cleaning duties are listed above.

Dining Rm/Kitchen: A stove with two ovens, refrigerators, small freezer, and an ice machine are available. If cooking on stove, you must turn on overhead fan and notify secretary in advance to ensure gas is turned on (it is kept off when not in use). CBC events are allowed to use supplies in the pantry. There is no garbage disposal so dishes are to be scraped off in the trash before washing. Please wash, dry and put away all CBC dishes/utensils. Be sure to take home all remaining food and beverages from your event, do not leave in refrigerators. Clean countertops, sinks, sweep floor and take out garbage.

Signature of Person Responsible: \_\_\_\_\_ Date: \_\_\_\_\_

Properties Team: \_\_\_\_\_ Pastoral Review: \_\_\_\_\_

Approved  Declined; reason: \_\_\_\_\_

**Copies, notifications & additional forms (for office use only):**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Applicant       | <input type="checkbox"/> Event added to Church Calendar | <input type="checkbox"/> Treasurer       |
| <input type="checkbox"/> Custodian       | <input type="checkbox"/> Key Request form               | <input type="checkbox"/> A/V Technicians |
| <input type="checkbox"/> Other(s): _____ |   |  |

Notes: \_\_\_\_\_