



Davis Park Church of Christ Members Only - Building Use Form

Building use disclaimer: Building use may be preempted by The Davis Park Church of Christ for funerals or other unplanned emergencies. If preempting occurs, the responsible party will be notified as soon as the church makes the decision to preempt. We do not expect this to happen often, but we reserve the right to preempt if necessary.

SPECIFICS

Event Date : _____ : Event Host
 Event Type : _____ : Event Host #
 # of Guests : _____ : Guest of Honor

Room : _____ : Time needed
 Room : _____ : Time needed
 Room : _____ : Time needed

JANITORIAL CHECKLIST

Four Simple rules to keeping our Church clean:

- 1) If you spill it, wipe it up
- 2) If you dirty it, wash it
- 3) If you drop it, pick it up
- 4) If you use it, put it back

You are required to make sure the following is done

Building/areas of use will be left in the same condition as when you arrived.

- * vacuum all areas used
- * empty trash & replace liners
- * wash & put away all dishes - wipe counters
- * sweep and mop kitchen if necessary
- * spot clean bathrooms and empty trash
- * tables & chairs cleaned and put away

*You are responsible for washing and returning towels and rags that you have used

*Removal of all items you brought into the building

*Make sure all doors are locked and lights are off before you leave

GENERAL BUILDING USE GUIDELINES

- Children should not be left unattended
- Limit your use to only rooms reserved
- Because of our elderly residents next door, please observe a quiet time outside after 8:00pm
- No Smoking allowed in building
- No alcoholic beverages allowed

RULES AND OTHER INFORMATION

Building use disclaimer: I have read and agree with the disclaimer about preempt changes to scheduled events. _____

Janitorial: I have read and agree to the janitorial checklist & general use guidelines. _____

I understand that no set-up is to be done on Sunday during Sunday School or Worship. _____

Questions about disclaimer, checklists or guidelines should be directed to Buddy Gray. _____

Events are considered tentative until this form is filled out, signed & handed in. _____

SIGNATURES

Event Host Signature _____ date _____

Church Staff Signature _____ date _____