

# Elk River Church of the Nazarene

143 Dutch Road, Charleston, WV 25302 Phone: 304-342-6052 Fax: 304-342-6075

Calendar Request--Today's Date: \_\_\_\_\_

Calendar Date Requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Event Time: \_\_\_\_\_

Church Events Please Type Which Department Is Sponsoring Event: \_\_\_\_\_

Non-Church Event: Please List Type of Function \_\_\_\_\_

**When reserving an area include from the time you will need for set up through clean up times, not just the event time. Begin Time: \_\_\_\_\_ End Time: \_\_\_\_\_**

**Person in Charge Contact Information:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Text? Yes \_\_\_\_\_ No \_\_\_\_\_

## Check Which Area(s) to Reserve:

Fellowship Hall/Kitchen

River Kids Zone

Sanctuary

Classroom 1(Encouragers)

Celebration Station

Choir Room

Classroom 2 (CIA)

Classroom \_\_\_\_\_

Classroom (VIP)

Conference Room

Nursery

Entire First Floor

Entire Second Floor

Entire Sanctuary Level

## SPECIAL CONSIDERATIONS/ARRANGEMENTS: Please Check If Needed!

Sanctuary *An approved trained sound/media technician must be present for equipment use*

Fellowship Hall & Kitchen *Basic Sound System is needed*

**You will be notified by the office when your request has been reserved. No requests will be officially reserved until form is submitted, approved, and notification has been received.**

FOR OFFICE USE: ADDED TO CALENDAR BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_



# Church Event Use Guidelines

The guidelines below apply to individuals, organizations or groups who are approved to use the church facilities for various functions. Please help us keep the church facilities attractive and clean.

1. Please do not use tape, staples, or thumbtacks on the walls.

**Alternative Solutions:** Poster Putty, removable **Command™** Strip Hooks or removable **Command™** Mounting Squares. Otherwise refrain from posting things on the walls.

2. Please do not sit or stand on the tables.

**Alternative Solutions:** There is a 2-step stepstool located in the kitchen.

3. Wipe off all tables and chairs of any spills or stains.

4. Vacuum the floor, and check the restrooms, making sure the areas are clean and in order. Please turn the lights off.

5. All areas that are used are to be returned to the original way they were arranged and set up. For a standard room set-up contact the church office prior to your event.

6. Lock all doors upon departure.

7. All trash is to be picked up and placed in trash containers and replace with new trash bags. If you would like to pay for janitorial clean-up you can contact the office prior to your event.

8. All trash should be taken to the dumpster at the lower end of the parking lot.

## ADDITIONAL KITCHEN GUIDELINES

1. Wash, dry and put away all dishes, utensils, pots and pans. Wipe and/or clean the stove, ovens, coffee pots, microwave and countertops before leaving.
2. Sweep the kitchen floor
3. Discard leftover food items or label items for specific use. **Do Not** assume it will be used by someone.
4. Take dirty kitchen linens home to be washed and returned in a timely manner.
5. If the ovens, stove or grill are used, make certain that all are turned off before you leave.

**Safety is a key element to an event's success. The event coordinators are responsible for securing the area used before, during and after the event, including locking the church after use. Please report any facility issues to the church office.**

**I agree to follow and adhere to the facility usage guidelines stated above. I am responsible to pay for any damage to the facility and the necessary repairs to restore the facility to the original condition. Email form to [connect@elkrivernaz.com](mailto:connect@elkrivernaz.com).**

**Sign**\_\_\_\_\_ **Date**\_\_\_\_\_