



# 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:** \_\_\_\_\_

**Event:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**For:** ☐ Children ☐ Teens ☐ Adults ☐ Women ☐ Men ☐ Needles  
☐ Sunday School ☐ \_\_\_\_\_ ☐ All Church  
☐ 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:** \_\_\_\_\_ **Department/Ministry:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Home Phone #** \_\_\_\_\_

**Cell Phone #** \_\_\_\_\_ **Do You Text Message** \_\_\_\_YES \_\_\_\_NO

## Check Desired Areas:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Fellowship Hall/Kitchen  | <input type="checkbox"/> River Kids Zone     | <input type="checkbox"/> Sanctuary              |
| <input type="checkbox"/> Classroom 1(Encouragers) | <input type="checkbox"/> Celebration Station | <input type="checkbox"/> Choir Room             |
| <input type="checkbox"/> Classroom 2 (CIA)        | <input type="checkbox"/> Classroom _____     | <input type="checkbox"/> Classroom (VIP)        |
|   | <input type="checkbox"/> Conference Room     | <input type="checkbox"/> Nursery                |
| <input type="checkbox"/> Entire First Floor       | <input type="checkbox"/> Entire Second Floor | <input type="checkbox"/> Entire Sanctuary Level |

## **SPECIAL CONSIDERATIONS/ARRANGEMENTS:**

- ☐ **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:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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# 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 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 replacing 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. To obtain hot water in the kitchen, flip the switch located on the wall below the heating/cooling unit to "ON" position. When leaving please return the switch to the "OFF" position.
2. Wash, dry and put away all dishes, utensils, pots and pans. Wipe and/or clean the stove, ovens, coffee pots, microwave and counter tops before leaving.
3. If needed, sweep the kitchen floor
4. Discard leftover food items or label items for specific use. Do Not assume it will be used by someone.
5. Take dirty kitchen linens home to be washed and returned in a timely manner.
6. 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. Please report any facility issues to the church office.**