



### Activity/Facility Request

Parkside Chapel desires to have maximum use of our facilities for ministry with a minimum of scheduling conflicts while being good stewards of the resources that Christ has entrusted to us. To help us meet this goal, please read the Facility Use Policy and provide the information requested below at least one month in advance of your event (for weddings please submit a Wedding Facility Request Form at least six months in advance). Your contact person is responsible for the event and must inform the church office in a timely manner of any changes.

Today's Date: \_\_\_\_\_

Contact Person \_\_\_\_\_ Ministry \_\_\_\_\_

Contact Phone & E-mail \_\_\_\_\_

Event Name \_\_\_\_\_ Estimated number of people attending: \_\_\_\_\_

ONE TIME EVENT – Event Date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Occurs on: SU MO TU WE TH FR SA

Set-up time (am/pm) \_\_\_\_\_ Tear down time (am/pm) \_\_\_\_\_

RECURRING EVENT – First occurrence (date) \_\_\_\_\_ Last occurrence (date) \_\_\_\_\_

Occurs on: SU MO TU WE TH FR SA

Week of Month: Every Last Alternate 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup>

Start time \_\_\_\_\_ End time \_\_\_\_\_

Set-up time (am/pm) \_\_\_\_\_ Tear down time (am/pm) \_\_\_\_\_

CONSECUTIVE DAYS EVENT – First occurrence (date) \_\_\_\_\_ Last occurrence (date) \_\_\_\_\_

Occurs on: SU MO TU WE TH FR SA

Start time \_\_\_\_\_ End time \_\_\_\_\_

Set-up time (am/pm) \_\_\_\_\_ Tear down time (am/pm) \_\_\_\_\_

Please check all rooms you are requesting to use:

- Entire Campus or
- DC Fellowship Room
- Classroom(s):  DC1  DC2  DC3  DC6  DC7  WC8 (Music)  EC3 (North room)
- (EC Nursery; EC1-Preschool & EC2-Kindergarten can only be reserved upon the approval of the Children's Director. Please call the office for more information.)
- Worship Center
- Student Center
- Kitchen

Person responsible for unlocking and locking the facility: \_\_\_\_\_

Contact Person for set-up: \_\_\_\_\_

E-mail & Phone \_\_\_\_\_

Contact Person for clean up: \_\_\_\_\_

E-mail & Phone \_\_\_\_\_

- Please make sure that items are put back in their proper place.
- If classrooms have been pre-set for Wednesday or Sunday, please re-set them in the same way they were.
- If your event is on Friday night or Saturday, make sure that all garbage is taken to the dumpster and the floors are vacuumed. Please **do not** use duct tape (it leaves a sticky residue) on the carpet, use gaffer tape only.

You are responsible for your own set-up and tear-down. Number of tables needed:

\_\_\_ Round \_\_\_ Rectangular \_\_\_ Set up in room #: \_\_\_\_\_

\_\_\_ Round \_\_\_ Rectangular \_\_\_ Set up in room #: \_\_\_\_\_

Number of chairs needed: \_\_\_\_\_ Set up in room #: \_\_\_\_\_

\_\_\_\_\_ Set up in room #: \_\_\_\_\_

Diagram of set-up:

Will the Worship Center stage need to be cleared?  Yes  No

Will this event require rehearsal(s)?  Yes  No Rehearsal time(s): \_\_\_\_\_ Date(s): \_\_\_\_\_

If you are having a rehearsal, who will be conducting the rehearsal? \_\_\_\_\_ Phone: \_\_\_\_\_

Will you need? (Note: The following equipment may only be operated by one of our technicians.)

Sound System:  Yes  No

PowerPoint  Yes  No

Video  Yes  No

DVD  Yes  No

Keyboard  Yes  No

Office Use Only

Tech Contacted: \_\_\_\_\_ Date \_\_\_\_\_

If you require sound...

Number of microphone(s) \_\_\_\_\_ needed by type:

Type: Wireless \_\_\_\_\_ Handheld \_\_\_\_\_ Lapel \_\_\_\_\_ Choir \_\_\_\_\_ Mic Stands \_\_\_\_\_

Guitar inputs \_\_\_\_\_

Additional Comments or Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Events are not official until approved and placed on the church calendar.

Person submitting this request:

I have read and agree to comply with the Facility Use Policy.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use only:

Date received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved:  Yes  No

# Kitchen Facility Usage

Parkside Chapel desires the maximum use of our facilities while being good stewards of the resources Christ has entrusted to us. To help us meet this goal, please adhere to the following check-off list when using the kitchen facilities. Special Note: Because the dishwasher cycle takes about 1 ½ hours, people using the dishwasher may need to return the day following kitchen usage to put things away. A good rule of thumb: if you take it out, put it away; if you make it dirty, clean it; if you brought it, take it away; if you turned it on, turn it off.

- Condiment supplies used are placed back into their proper containers. Condiment holders placed back in their proper storage area.
- Salt & Pepper shakers are placed back into their proper cabinet.
- Unused paper products put away in the proper cabinet.
- Unused Cutlery, (Plastic Forks, Spoons, Knives) placed back in their proper drawers in their respective boxes.
- Unused condiments put away in their proper containers.
- Unused foam coffee cups placed back in the proper cabinet.
- Unused water cups placed back in their proper cabinet.
- Fine place settings; China—put in dishwasher for cleaning. When cycle is done put away in their proper cabinets (check that they are clean before stacking them in cabinets).
- Fine place settings (Cutlery) put in dishwasher for cleaning. When cycle is done put away in their proper drawer and container.
- All serving/slicing utensils used are washed in hot sudsy water, rinsed, dried and put back in their proper drawers.
- All large brewing coffee pots used-- grounds dumped and brewer cleaned with hot sudsy water, rinsed thoroughly and dried with paper towels (Return to proper shelf in pantry).
- Water Pitchers placed in dishwasher (tall ones on bottom rack, short ones on top rack). When cycle is complete, and excess water dried off, return to correct cupboard. If washed by hand, use hot sudsy water, rinse thoroughly. Air dry on dish racks.  
(Name) \_\_\_\_\_ will be returning to put away in their proper cabinet on the day following usage.
- Coffee Carafes placed in dishwasher on bottom racks; lids on top rack.  
(Name) \_\_\_\_\_ will be returning to put away in their proper cabinet on (Date) \_\_\_\_\_.
- All food covering--Clear wrap, Foil, Ziplock bags, etc... placed back in their proper drawer or cabinet.
- Linen taken home to launder (includes kitchen towels, wash cloths, table cloths)  
(Name) \_\_\_\_\_ will return these (Date) \_\_\_\_\_.
- All leftover food or other items brought in for the event are taken home.
- Any item used for preparation of food that has been stored in the refrigerator is taken away or labeled with a date & ministry, for future use.
- Personal containers/serving items are taken home (none stored at church).
- Trash dumped in dumpster. New liners put into trash bins. Some liners are under kitchen sinks; others in the pantry.
- Air Conditioning/Heating turned off.
- All countertops cleaned with Clorox All-Purpose Cleaner (found under kitchen sink).
- Floor swept and mopped if another group is coming in before cleaning crew comes.