



Request to Use Church Facilities

Pleasant Grove Church of the Nazarene
721 Pleasant Grove Rd
Pleasant Grove, AL 35127
(205) 744-0821

Group Name: _____ Today's Date: _____
 Contact Person: _____ Date of Event: _____
 Phone #: _____ Start Time: _____
 E-mail: _____ End Time: _____
 Address: _____ # of People: _____
 City, State, Zip _____

**Set-up time is considered 2 hours before the event and clean-up 1 hour after.*

***Multiple events may coexist in a single weekend. Deviation from the setup and cleanup schedule will only be allowed if preapproved and does not conflict with other scheduled events.*

****Facility is considered "unavailable" from Wednesday evening after church service through the event for Tea's and Showers sponsored by the church that is scheduled on Saturday or Sunday. No other events will be allowed to be added to the scheduled during this period.*

Facility Requested:

Entire Property: Oasis Room/Kitchen: Parsonage:
 Sanctuary: Library: Nursery:
 Holt Hall: Amphitheater: Other: _____

Purpose for use: _____

Will food/refreshments be served? Yes ____ No ____

If Yes, please explain: _____

Special Request: _____

GUIDELINES FOR USE OF CHURCH FACILITIES

1. Request for use of any Church facility or grounds must be made in writing to the Church Office using this form a minimum of one (1) month prior to event. The office will submit the request to the Leadership Board for approval. ****Note: The request is considered "pending" until the request has written approval. Requests will be approved in order of receipt.**
2. Activities that conflict with the moral and doctrinal position of the Church of the Nazarene will not be permitted.
3. Alcoholic beverages are PROHIBITED on all Church Property.
4. Smoking is PROHIBITED in all Church buildings.
5. Children are to be supervised at ALL times. It is the responsibility of the requesting group to have adequate child supervision for the event. The Churches Child/Youth Protection Policy must be followed. The Church's children and youth rooms are NOT available for events. The Church does NOT provide child care.
6. Set up and take down for the activity is the responsibility of the requesting group. Equipment and furnishings MUST be returned to their proper location and arranged accordingly.
7. The use of office equipment (i.e. copiers, faxes, computers, etc.) is NOT permitted.
8. Any accident, either to person or church property MUST be reported to the church office immediately.
9. The use of duct or "duck" tape is not permitted on ANY church surface.
10. DO NOT drive nails or screws into the walls or ceilings. Only COMMAND ADHESIVE HOOKS may be used for hanging banners or signs unless preapproved by the Church Board and Pastor.
11. NO FIRES ON CHURCH PROPERTY WITHOUT EXPRESS WRITTEN PERMISSION

CLEANING CHECKLIST BEFORE LEAVING

- TVs, projectors, computers and other equipment are turned off.
- Floors have been vacuumed or swept and mopped as needed.
- Tables have been wiped down if needed.
- Any chairs, tables and furnishings that were moved have been put back where they belong.
- Trash is picked up and thrown away (including restrooms).
- Any full trash bags are thrown in back dumpster.
- Bathroom counters are wiped down and all toilets have been flushed.
- Any dishes used are washed, dried, and put away. No food was left in the refrigerator.
- All articles and equipment belonging to the church have been put away in proper places.
- No articles not belonging to the church have been left behind.
- All rooms are closed properly (lights are off and doors closed).

LOCKUP CHECKLIST

- All rooms and building exits have been locked.
- All lights in building are turned off.
- All HVAC thermostats have been returned to their normal schedule.

I have read the above guidelines and I agree to abide by them.

Signed: _____ Date: _____

We ask that everyone using our facilities be considerate of other groups on campus at the same time by remaining in requested areas and by limiting noise levels. We hope you enjoy our Church.