



LBC Facilities Usage Request & Guidelines

Group Name _____ Today's date _____

Event Description _____

Date of event _____ Time _____ # of Guests _____

Locations Reserved _____

Event Coordinator _____

Contact Phone(s) & Email _____

Office Use Only:

Training Date/Time/Staff Assigned _____

- ___ Facility will be unlocked for you at the appropriate time. (Should you be loaned a key for convenience, DUPLICATION IS NOT PERMITTED – original key must be returned as agreed.)
- ___ Lock-up responsibilities – All doors (BBQ Pit: Kitchen exits, Porch exteriors & interior, & bath)
- ___ Thermostats must be returned to automatic setting or 80 degrees summer/65 winter.
- ___ Make sure all garbage is taken to dumpster, sinks and floors clean. Can liners replaced.
- ___ Check all lights (even bathrooms) and turn them off.
- ___ Please use only the facility that you asked for (no children in other parts of building). All children must be supervised, both indoors & out. LBC and its representatives, volunteers, members & staff are not liable for injuries sustained at private, non-LBC affiliated events.
- ___ Equipment cleaned; powered off; swept under; at NO time will equipment be relocated or re-arranged.
- ___ Supplies properly cleaned, stored and stocked in the proper manner and location.
- ___ Fees discussed if applicable. Amount: _____ Date paid: _____

*Note: A deposit may be required. Return of deposit funds is contingent on all areas of this checklist and any additional guidelines being acceptably completed. Donations for facility use are accepted to defray costs of electricity, gas, maintenance, etc.

Commitment Agreement: As the responsible person for my group, I agree to meet with office, facility, and hospitality staff to be trained on proper use and care of LBC property and facilities at a specified time prior to my event. I understand I may be asked to have my event volunteers also come in for training on specific equipment use and care. As event coordinator, I take full responsibility to ensure the proper care, clean-up, & restocking of facilities, hospitality supplies, and equipment according to LBC policies and the training I received. I agree to this because I believe that God's facilities and equipment should be well-taken care of so as to remain a blessing in service to Him.

Event Coordinator _____ Staff _____

*Borrowing & Use of church property form on reverse, as well as diagramming space for facility set up staff use.

Use of Church Property

Date Submitted _____

_____ on campus

_____ off campus

Approved by _____

Item Name	Qty	Storage Location	Check Out	Check In

Please use this space to draw a diagram of how you would like the event area set up:

