

## BUILDING USE FOR FCC MINISTRIES

**(Please Print)**

Name of Event: \_\_\_\_\_

Requested By: \_\_\_\_\_

(One-Time Use) Date of Event: \_\_\_\_\_

(Reoccurring Use) Day of Each Week/Month: \_\_\_\_\_

Beginning & Ending Times: \_\_\_\_\_

IF APPLICABLE:

Set-up Date & Time: \_\_\_\_\_

Tear-down & Clean-up Date & Time (See "Check List" on Reverse Side): \_\_\_\_\_

Is Assistance Needed with Set-up or Tear-down? ☐ No ☐ Yes - Need Help With (Be Specific):

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

Rehearsal Dates & Times: \_\_\_\_\_

Other Required Dates & Times in the Building; Provide Reason: \_\_\_\_\_

\_\_\_\_\_

Estimated # of People Attending: \_\_\_\_\_

Room(s) Needed: ☐ Sanctuary/Narthex ☐ Multi-Purpose Room ☐ Choir Room ☐ Library ☐ Nursery

☐ Classroom(s) - Indicate Preferred Room(s) \_\_\_\_\_

☐ Kitchen (See "Kitchen Procedures" & "Clean Up Checklist")

Is an A/V Tech Needed: ☐ Yes ☐ No If Yes, Indicate Equipment Use Needed: \_\_\_\_\_

\_\_\_\_\_

Include in Weekly Announcements? ☐ Yes ☐ No

Is the Church Key Code Required? ☐ Yes ☐ No

**Office Use Only**

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

☐ On Calendar

☐ Kitchen Info; Date: \_\_\_\_\_

☐ PS Notified; Date: \_\_\_\_\_

☐ A/V Notified; Date: \_\_\_\_\_

Date(s) to Announce:

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

**BEFORE LEAVING THE BUILDING AFTER MY EVENT, I WILL MAKE SURE THAT:**

- ☐ The tables, chairs, and other items used are put away in their original area.
- ☐ The areas used are clean, vacuumed, and swept. Windows that were opened are closed & locked.
- ☐ The kitchen, if used, has been cleaned following the supplied Check List; The dishwasher, stove, ovens, and coffee makers are all turned off.
- ☐ The bathrooms have been checked and cleaned up, if necessary; Lights & fans are turned off.
- ☐ The trash/garbage has been removed and placed in the dumpster.
- ☐ The lights have been turned off.

**IF YOU ARE THE LAST PERSON/GROUP TO LEAVE THE BUILDING FOR THE DAY/NIGHT:**

- ☐ ALL lights in the building must be turned off, except for the light in the entry from the overhang (leave on).
- ☐ ALL doors are locked and security bars are in place.
- ☐ The Announcements Monitor in the Narthex is to be left ON ...DO NOT TURN OFF.

**AGREEMENT:**

I will be using the Kitchen and have received a copy of the "Kitchen Procedures" and "Check List": ☐ YES ☐ N/A

I understand Faith Covenant Church's policy on alcohol and tobacco use is that:

- Alcohol is not allowed on church property.

- Smoking is only allowed outside of the farthest SW entryway and all smoking trash must be disposed of properly (i.e. cigarette butts in the can provided and cigarette packages, etc. into the dumpster).

I have read and understand the above requirements, and the "Kitchen Procedures" and "Check List" if using the Kitchen, and I agree to comply with requirements.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Email Address: \_\_\_\_\_

## FAITH COVENANT CHURCH

### COVID-19 Guidelines that MUST BE Adhered To for Building Use:

1. Masks are required to enter, exit building, or to use restrooms.
2. No admittance if attendees recently (within past 14 days) had or have any of the following physical symptoms:
  - a. Elevated temperature (above 98.6 degrees),
  - b. Headache,
  - c. Sore throat,
  - d. Body aches,
  - e. Known exposure to anyone having been confirmed to be positive for COVID-19 (unless symptom free for 14 days after self quarantine).
3. Meeting areas require masks unless 6' social distancing is maintained at all times.
4. Children under 5 years old AND asymptomatic (see item 2 above) do NOT need to wear masks, but must be supervised by an adult wearing a mask.
5. Provided 6' social distance can be maintained, masks may be removed
6. When using restrooms, one person in the bathroom at a time.
7. NO USE of kitchen until further notice.
8. Buffet or communally shared foods are NOT allowed such as cookies, chips, salads, etc. Only allowed are single use food and beverages that are individually lidded and sealed, or single packs and disposable, one time use utensils.

Having read and agreeing to all Faith Covenant Church Building Use Guidelines outlined above, I and my group hereby agree to comply with the above said Guidelines for building use: GROUP USING: \_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Approved by:

\_\_\_\_\_

Date:

\_\_\_\_\_