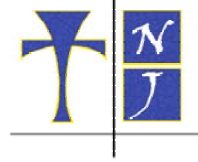


New Jerusalem Church

Application for Use of Facilities



The Office Ministry must receive completed request at least two (2) weeks in advance.
All lines must be completed. Please write legibly.

Today's Date _____

Name of Ministry _____

Requested By: _____ Phone Number _____

Standing appointment Same area Same arrangements
****If this is not a standing appointment, please complete this form in its entirety and sign.**

Date(s) Needed: _____ Time: _____

Circle Day(s) of Use: M T W Th F Sa Su Target Audience: In House Public

Name of Event: _____ Estimated Attendance: _____

Event Description _____

Admission: Free Cost _____
Please see Business Administrator on handling finances.

Room(s) or Facility(ies) Desired:
 Computer Room Conference Room Fellowship Hall Gym Kitchen
 Nursery Sanctuary Classroom # _____ Other: _____

Check services necessary to accommodate the event.
 Yes No Technology Services – tv, audio, video, sound system
 Yes No Custodial Services – clean up before and after event
 Yes No Welcome Services – greeters, ushers, parking lot attendants
 Yes No Media Services – publicity, flyers, posters, newsletter, radio
 Yes No Office Services – copier, typesetting
 Yes No Building Services – special setups, tables, chairs, podium

Office Use

Request Approved _____

Request Denied _____

Charges _____

Arrangements/Setup Required (Be specific)

I promise to abide by all policies, procedures, and other requirements for the use of New Jerusalem equipment and property.

Approved by:

 Person Responsible for Activity

 Facilities Manager

Property Policy Statement

Use of Property Policy for New Jerusalem Church

Purpose:

These properties are for worship, evangelism, study of God's word, training in Christian education, fellowship and well rounded Christian life. All church property must be related to this purpose.

Conduct:

People using New Jerusalem property must keep in mind that it belongs to God. Social activities must be confined to social areas and all other rooms used for the purpose provided. All are to refrain from the use of tobacco products inside the church buildings or on the church campus.

Outside Groups:

Due to the busy schedule of our own activities, our buildings cannot be used by outside groups unless the group activity is endorsed by the Facilities Manager and approved by the Pastor. Permission must be requested by members of our church through the church office. Any group given permission must conform to the general church policy.

Arranging Meetings:

Members are to schedule all meetings of any ministry of the church through the church office as far in advance as possible to avoid any scheduling conflict. Room assignments will be made by the church office. Each group will be responsible for arranging or having arranged the area for use and for returning all properties to their proper place after use.

Keys:

Only designated members of the church staff and other authorized persons should have keys. When such a person cannot be present to open and close the buildings, a definite understanding should be made as to who should do it.

Electric Lights:

All church leaders are to see that all lights are turned off when rooms are not in use.

Nursery:

Requests for having the nursery open should be made through the Director of Youth Ministries. All requirements of this ministry must be complied with.

Kitchen and Dining Area:

Permission to use this area must be cleared through the church office. No meals are to be prepared or served excepted those in connection with church-related functions.

All meals for ministry events should be prepared and ready to served when you use the fellowship hall. All requirements of the Kitchen Staff must be complied with. (Please see kitchen check off list) .

Any group that uses the kitchen is responsible for cleaning it or having the cleaning done. If the kitchen is left unclean, the person hosting the event will be responsible for paying a \$25.00 custodian fee to the church office.

Heating & Air Conditioning:

Only designated individuals should operate the controls or thermostats on major units.

Room Accessories:

Always contact the church office before attaching anything to the walls. No area is exclusive domain of any particular group.

Sanctuary Area:

No eating or drinking in the sanctuary.

Signs/Posters:

All signs/posters must be checked by the church office before being put on the main bulletin board. All outdated material must be removed. Please do not post any signs or posters on the sanctuary doors.

Sound Board/Musical Instruments:

Only designated individuals should operate the audio/video equipment. Only trained staff is allowed to touch or operate musical instruments

New Jerusalem Church

KITCHEN USE CHECKLIST

(PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING)

- Make sure that the hood and duct exhaust supply and light switches are on before turning on stoves!!!!!!**
- Convection oven: place black switch in the Lo position and then turn temperature knob to desired temperature. NOTE: Convection oven cooks twice as fast as regular oven.
- Gas stove and oven next to convection oven; oven knob must be press slightly and turn at same time. To use the top of the stove you must first light the pilot light. Matches are located under the desk in the second drawer of the blue box. Light ONLY the eyes that you will use. You must blow the pilot light out when you finish.
- Warmer (next to sink): Flip switch to ON. To adjust the temperature turn knob up or down, temperature appears in the window next to the knob. Your pan must be affixed flush to the side or they will fall.
- Only turn on the equipment you will use.**
- Bring everything you need: dish towels, cooking spices, utensils, cookware, etc. (whatever you need to prepare your dish).**
- If you have chaffing dishes, please use them.
- You must bring your own ice in cooler(s).
- Whatever you use, make sure that you clean it afterwards. Make sure that you do not accidentally take any of the cookware, utensils or anything else belonging to New Jerusalem.
- The hand sink: Don't turn the water on too high or it will splash on the floor.
- You may use the food serving gloves that are available.
- You may turn the radio on if you wish, just make sure that you turn it off.

CLEAN UP AFTER YOURSELF

- Do not use bleach on the floor.**
- Mop with the cleanser. Use the damp mop located underneath the sink next to the bleach. You may use the bleach in your dishwasher if you desire.
- Empty all trash cans. Make sure they are clean on the inside and outside. Please replace with clean liner and place lids back on them.
- Wipe any food off walls that may have splashed on them.
Wipe off stoves.
- Reverse step two to turn off Convection oven.
- Reverse step three to turn off Gas stove and oven. **Please remember to blow out the pilot light.**
- Turn off the hood and duct exhaust, supply and light.
- Turn off lights.