



Event Schedule/Calendar Request Form for Centerville Baptist Church

908 Centerville Turnpike • Chesapeake VA, 23322

Phone: 757-482-4466 • Fax: 757-482-5740 • cbcmaindesk@verizon.net • cbcofficemgr@verizon.net



(Please Print Clearly) (For repeat events please provide an end date.)

Today's Date:	Event Date(s):	End Date:
Name of event:	<input type="checkbox"/> Weekly Usage	Please Circle Day of Week
Purpose of use:	<input type="checkbox"/> Monthly Usage	S M T W T F S
Contact/Host Person:	Phone #:	
Email Address:	Emergency #:	
Start Time:	End Time:	

- Is this a church related activity? Yes No
- Is this event open to everyone? Yes No
- *Is child care provided/available? Yes No
- *Are Ushers/Greeter needed? Yes No
- Will food be served at this event? Yes No
- Do you need to use PA system in the Gym? Yes No
- *Will there be a fee to attend? Yes No

Attach details for bulletin & website!

- *Do you plan to use the church vans? Yes No
- *Who will drive the church vans? _____
- *How Much is the Fee? _____

*Please initial your understanding and acceptance of the following:

- _____ Fellowship Hall/Gym is not available before 6pm on weekdays for events and/or set-up.
- _____ If you check out a building key and lose it you are responsible for the cost of rekeying and new keys.

Location: Room usage will be assigned by the Office Manager, based on needs priority.

Please check off your room preference: *(Pastor Kevin's classroom is located on the 300 hall)*

- | | | | |
|-------------------------------------------------------------|-----------------------------------|------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Fellowship Hall/Gym | <input type="checkbox"/> Pavilion | <input type="checkbox"/> 205 | <input type="checkbox"/> 211 |
| <input type="checkbox"/> Upper Room | <input type="checkbox"/> 101/103 | <input type="checkbox"/> 206 | <input type="checkbox"/> Pastor's Sunday School Class |
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> 102 | <input type="checkbox"/> 207 | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Pastor Suite Conference Room | <input type="checkbox"/> 104 | <input type="checkbox"/> 208 | |
| <input type="checkbox"/> Kitchen <i>(Approval Required)</i> | <input type="checkbox"/> 105/107 | <input type="checkbox"/> 209 | |
| <input type="checkbox"/> Fire Pit | <input type="checkbox"/> 202/204 | <input type="checkbox"/> 210 | |

Approximate Number of participants? _____

_____ # Chairs _____ # Rectangle Tables _____ # Round Tables Kitchen Items listed on back

Special Note:

- The Event Host/Hostess MUST be on-site at all times during requested time of use.
- Only the specified locations listed on this request form will be available for use.
- The facility should be left in the same condition or better than it was received. (Trash cans empty, tables and chairs in original locations, etc.)
- Clean-up of food and drink is the responsibility of the user. Area must be cleaned, tables wiped, trash removed, etc.
- Items such as extension cords, pencils, paper, use of copier, etc. Are not provided.
- Approval or denial of the application will take up to five (5) business days.**

I, the undersigned, have read and fully understand the policies and regulations for use of Centerville Baptist Church property and agree to follow all rules and regulations.

Event Host/Hostess Signature

Kitchen Guidelines, Use and Approval Requirement located on reverse side of this form.

OFFICE USE ONLY

Event approved _____ Date Publicity approved _____ Date Approved by: _____

Event disapproval reason: _____

Guidelines for Use of Kitchen

Guidelines for Use of the Kitchen must be completed and approved.

Event Scheduling form must be filled out completely, requesting kitchen resources to be used, (i.e. stove, pots, pans, etc.) Approval requires as much prior notices as possible.

REMEMBER: Event Host MUST be in attendance at all times during the set-up, the event and clean-up. The Event Host will be held responsible for ensuring that all guidelines are followed.

Kitchen Item to be Used: (Please circle each item to be used)

Oven	Stove	Dishwasher	Ice Machine
Pots	Pans	Baking Sheets	
Dishes	Cups	Silverware	

We do not supply consumables. You are responsible for bringing your own.
I.E. paper plates, plastic fork/knives/spoons, napkins, food, tea, coffee, creamer, sugar...

Please initial next to each of the following rules and conditions stating that you have read and understand them.

- _____ 1. No one under the age of 16 will be allowed in the kitchen due to safety and liability issues.
- _____ 2. Event Host is responsible for ensuring that all equipment is washed, rinsed, sanitized in accordance with Health Department regulations AND returned to its proper storage location. (*Dish soaps and sanitizers will be provided.*)
- _____ 3. All sinks and counter tops MUST be cleaned--washed and dried. (*Sanitizer spray will be provided for sinks and counters.*)
- _____ 4. DO NOT LEAVE LEFTOVER FOOD OR DRINKS IN THE FREEZER OR REFRIGERATOR. The Food Services/Fellowship Team is not responsible for items left behind.
- _____ 5. The kitchen floor must be swept at the conclusion of the event. Wet spills must be cleaned. Brooms and dustpans are located in the back storage closet.
- _____ 6. All trash cans must be emptied. Trash must be taken outside and placed INSIDE the dumpsters.

Failure to follow the guidelines may result in the loss of kitchen privileges.

I, the undersigned, understand and acknowledge that I will abide by the guidelines for use of the kitchen as noted above.

Event Host/Hostess Signature

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- Serving only Food preparation/cooking/serving
 - Approved Disapproved

Reason for Disapproval: _____

Kitchen Usage Approved By: _____