



OGBC Facility Use Request Form

Today's Date: _____

***NOTE: This facility request form does NOT guarantee that the dates and times requested are reserved. You will receive a confirmation once dates and times have been reserved. Facility Request forms should be submitted a minimum of 4 weeks prior to the event. Standard requests usually take 2-3 business days to process. Special requests may take 5+ business days to process. If you have questions, please contact our main office during normal business hours at (804) 275-7807 or email info@oakgrovebc.net.

BOLDED ITEMS NEED TO BE COMPLETED; INCOMPLETE REQUEST FORMS WILL BE RETURNED FOR INFORMATION

Name of Event or Activity: _____

Name of Sponsoring Group/ Organization/ Individual: _____

Contact Person: _____ Primary phone (____) _____

Email: _____ estimated number of participants: _____

Requested Time(s) & Date(s)

(Please indicate am or pm)

Date: _____ Time: _____ Mon ___ Tue ___ Wed ___ Thu ___ Fri ___ Sat ___ Sun ___

Is this a onetime event? ___ yes ___ no

Multiple dates: ___ Weekly From: _____ To: _____

___ Bi-Weekly From: _____ To: _____

___ Monthly From: _____ To: _____

Space Requested:

- ___ Sanctuary ___ Cottage ___ Foyers ___ Pavilion ___ Fellowship Hall
___ Kitchen ___ Nursery/Kids' Rooms (List Classrooms needed: _____)
___ Other Classrooms (List Classrooms needed: _____)

Equipment/Other Requested:

- ___TV ___DVD player ___Internet (Wired/Wireless) ___projector ___projector screen ___portable sound/audio
___Sanctuary/Fellowship Hall – Sound/Audio/mic/media/etc.
___8-foot table (how many ___) ___4-foot tables (how many___) ___6-foot tables (how many ___) ___chairs (how many ___)

*Please note: For Sanctuary/Fellowship Hall you must utilize a church sound/media technician, the office has names available.

Special Needs/Requests:

Will this event have food? ___yes ___no Will it be catered ___ yes ___no

Will you be charging admittance to the Activity/Event? ___yes ___no

Will you need childcare? (only for church events) ___yes ___no (GroveKidz needs at least 4 weeks' advance notice to secure paid childcare)

It is understood that your group will reset and clean the facility after use. (See the guidelines on next page)

Abide by all facility rules and regulations of Oak Grove Baptist Church. Be responsible for the conduct, behavior and location of all members of the group. Provide Proof of Insurance, if required.

_____(Signature) _____(Date)

PRINT NAME: _____

FOR OFFICE USE ONLY

APPROVED BY: _____ date: _____

Cc: ___ Custodian ___ Building/Grounds ___ Ministry Coordinator ___ Office ___ Ministerial Staff

RESPONSIBILITIES AFTER BUILDING USE

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

(We suggest taking a picture of area, so you can put the area back as you found it. You may also refer to classroom/facility photos and diagrams to aid in resetting each area)

1. Collect all garbage into bags and take them to the dumpster located by the pavilion in the church parking lot.
2. Wipe off tables, if food or drink is involved, wipe all tables, clean using mild soap and water solution. If stain occurs, please notify our church office so correct cleaning solution can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places (normal setup) after your event.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverages with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for next use.
5. Sweep floors and mop as needed. Report any damage of church equipment or property to the main office at (804)275-7807 or email info@oakgrovebc.net.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in-use when your event has concluded, please check that all doors are locked, windows are closed and locked, and lights are turned off. You will also need to ensure that the alarm is set upon your departure from the church facilities.

**** Washcloths, towels, a broom, a dustpan, etc. are located in the Kitchen, Fellowship Hall & utility rooms.**

Please return these to the proper place when you are done using them.

Used towels and washcloths should be washed and returned to the kitchen (within 48 hours of use)

KITCHEN ETIQUETTE

1. Check with the Church Office Staff for the availability of date desired.
2. There could be more than one activity that use the kitchen in the same week or day. Therefore, we request that you check with the office staff before you bring your supplies to the kitchen. (If you buy things on sale before your event, ensure that you have ample storage off-campus, as there may not be sufficient space at church)
3. Please return items to designated cupboards. Cupboards are labeled for your convenience.
4. Please take home all food and beverage items. We have limited space to store these items long-term

Thank you for your co-operation. Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, you may contact the main office at (804) 275-7807 or email info@oakgrovebc.net.