

## Building Use Request Form

Date of Application \_\_\_\_\_

\_\_\_\_\_  
(Name of Group)

\_\_\_\_\_  
(Contact Person)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(E-mail)

\_\_\_\_\_  
(Contact Person's Address: Including city, state and zip code)

Date(s) of Usage \_\_\_\_\_

Time Begin \_\_\_\_\_ Time End \_\_\_\_\_

(Include set-up, clean-up and/or rehearsal time)

Time Begin \_\_\_\_\_ Time End \_\_\_\_\_

Purpose for Usage \_\_\_\_\_

Will you require the use of audio/visual equipment?  No  Yes \*\$150 fee for AV use\*

Will you require janitorial services for clean-up?  No  Yes \*\$25/hr\*

Specific Rooms to Be Used:

Sanctuary  Kitchen  Gym  Nursery  Classroom(s) - Up to 5 rooms \_\_\_\_\_

Person Responsible for Set-up \_\_\_\_\_ Telephone \_\_\_\_\_

Person Responsible for Clean-up \_\_\_\_\_ Telephone \_\_\_\_\_

Name of West Cohasset Chapel (WCC) Member Sponsor \_\_\_\_\_

I agree to the following terms of property usage: (as applicable)

1. Any permit granted for use of church facilities may be revoked by the WCC Elders at their discretion. Use of this property is a privilege and not a right. WCC reserves the right to refuse the use of this property for any reason.
2. All facilities of the church can only be used for activities which glorify God. Therefore, no gambling, fighting, quarreling, profane language, obscenity, narcotics, nicotine products or intoxicants are allowed on WCC property. All music must be submitted (including lyrics in some cases) for approval.
3. No use of these facilities may conflict with normal church usage.
4. Church facility users have read and must comply with the WCC Child Safety & Protection Guidelines (a requested copy can be obtained through the WCC office).
5. Adequate adult supervision and sponsorship is required of all groups using church facilities.
6. Use of the facilities is restricted to only those rooms that are approved for use (not counting the foyer, hallways and bathrooms).
7. Church furniture and/or equipment shall not be moved by anyone who is not a WCC member without permission of the Church Ministry Coordinator.
8. No equipment, material or supplies shall be removed from the facilities without prior approval.
9. Persons or organizations using church facilities shall be responsible for all set-up and clean-up (unless other arrangements have been made) as well as damage to church facilities and equipment beyond normal wear or loss of property. Documentation of who will set-up and clean-up the facility must be provided with the application for use.
10. Any use of church facilities shall comply with county ordinances and all state and local fire, health and safety laws.
11. The church representative on duty shall have the power to enforce the rules and regulations of this policy.
12. A group with authorization to use these facilities is permitted to allow entrance only to persons of the approved organization with the exception of WCC members who may need to use other portions of the building.
13. All organizations or groups seeking use of the church premises must designate an authorized individual who will be held responsible on behalf of the organization or group for seeing that all conditions of the policy are met and for the signing of the application for use and liability waiver.
14. Any event that charges a fee in the use of our property must obtain prior approval.
15. Violations of any rule or regulation may be cause for immediate revocation of any permit granted for use of church facilities.
16. This permit is non-transferable.
17. WCC, its officers, members and employees will assume no responsibility for properties left on church premises or injuries that occur on church premises.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

**OFFICE USE ONLY:**

Date Application Received: \_\_\_\_\_

Application Approved    Approving Officer's Signature: \_\_\_\_\_

Application Disapproved – Grounds \_\_\_\_\_

Deposit Paid     Date on Church Calendar     Fee Paid -- Total Fee Amount Details: \_\_\_\_\_

## Building Use Cleaning Checklist

<p><b>Nursery</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vacuum carpet</li> <li><input type="checkbox"/> Empty trash and replace bag</li> <li><input type="checkbox"/> Wipe down changing table</li> <li><input type="checkbox"/> Wipe down tables and chairs</li> <li><input type="checkbox"/> Return toys to proper placements</li> </ul>	<p><b>Sanctuary</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check, clean and straighten chairs</li> <li><input type="checkbox"/> Vacuum carpet</li> <li><input type="checkbox"/> Clean up garbage</li> </ul>
<p><b>Bathrooms</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flush, scrub and clean toilets</li> <li><input type="checkbox"/> Clean sinks, counters and dispensers</li> <li><input type="checkbox"/> Wipe down partitions</li> <li><input type="checkbox"/> Empty trash and replace bag</li> </ul>	<p><b>Foyer Area</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sweep and mop tile floors</li> <li><input type="checkbox"/> Clean up garbage</li> </ul>
<p><b>Gym</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vacuum carpet</li> <li><input type="checkbox"/> Clean up garbage</li> </ul>	<p><b>Commons Area (outside Kitchen)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sweep and mop tile floors</li> <li><input type="checkbox"/> Wipe down tables and chairs</li> <li><input type="checkbox"/> Return tables and chairs to condition found</li> </ul>
<p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vacuum carpet</li> <li><input type="checkbox"/> Empty trash and replace bag</li> <li><input type="checkbox"/> Return tables and chairs to condition found</li> <li><input type="checkbox"/> Clean up garbage</li> </ul>	<p><b>Kitchen</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sweep and mop tile floors</li> <li><input type="checkbox"/> Clean counters</li> <li><input type="checkbox"/> Clean stove top and inside oven and microwave</li> <li><input type="checkbox"/> Scrub sinks</li> <li><input type="checkbox"/> Empty trash and replace bag</li> </ul>