

# CHURCH USE REQUEST FORM for Rolla SDA Church

The Rolla SDA Church is for use only by members or by a member who sponsors an event for a non-member. Submit completed form to the Church Board at least **one month** prior to the date of your event. Please print. For insurance purposes and scheduling, all church facility use outside recognized ministries requires Church Board approval. The Board generally meets the third Wednesday of each month. There will be a \$50 refundable fee to be presented with this form.

Name of person making the request \_\_\_\_\_ Date \_\_\_\_\_

Are you a member of Rolla SDA Church? \_\_\_\_\_ Yes \_\_\_\_\_ No

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

Church will be used for \_\_\_\_\_

1<sup>st</sup> Date Requested \_\_\_\_\_ : Start Time \_\_\_\_\_ : End Time: \_\_\_\_\_

2<sup>nd</sup> Date Requested \_\_\_\_\_ : Start Time \_\_\_\_\_ : End Time: \_\_\_\_\_

3<sup>rd</sup> Date Requested \_\_\_\_\_ : Start Time \_\_\_\_\_ : End Time: \_\_\_\_\_

4<sup>th</sup> Date Requested \_\_\_\_\_ : Start Time \_\_\_\_\_ : End Time: \_\_\_\_\_

If more dates are needed, list them on the next page.

OR

Ongoing Use: Day(s) of Week and Frequency \_\_\_\_\_

(Example: First Wednesday of the month or Every second and fourth Sunday)

Beginning Date Requested \_\_\_\_\_, Last Date Requested \_\_\_\_\_

Start Time \_\_\_\_\_ : End Time \_\_\_\_\_

**Which room(s) are you requesting to use:** (check all that apply)

\_\_\_\_ Sanctuary \_\_\_\_ Multipurpose Room \_\_\_\_ Junior/Early Teens \_\_\_\_ Primary Room \_\_\_\_ Gym

\_\_\_\_ Gym Kitchen \_\_\_\_ Community Room \_\_\_\_ Community Room Kitchen \_\_\_\_ Other \_\_\_\_\_

**The individual(s) you have asked to open and/or lock the church for your event:** (Required)

\_\_\_\_\_, \_\_\_\_\_

**How should your event information appear on the Church Calendar? Or in the Bulletin?**

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If you require Audio/Visual services, Food services, or other special services, you will need to make separate arrangements with the appropriate team head. Do not assume you know how the A/V system works. *Since the members of those teams are volunteers and have many other responsibilities, they may not be able to meet your needs.* **Approval of church use does not imply these services will be provided.**

**Special Services:** Check all that apply.

\_\_\_ I need A/V services.

\_\_\_ I need Food services. Please have the Deaconess Team contact me.

\_\_\_ I need \_\_\_\_\_ Please have the appropriate team contact me.

**I understand that I am personally responsible for both the security of the building and the cleanliness of the building upon the conclusion of my use. (See the Security and Cleaning Procedures) I understand that if I do not leave the building secure and in at least the condition that I found it, my Rolla Church Use privileges may be revoked and I may be charged for building cleaning and/or repair/replacement of damaged items. I understand that I may not be granted all the requests made herein.**

**Signature** \_\_\_\_\_

Return the COMPLETED form (not the procedure page) to the Church Board or email to [davlinw@embarqmail.com](mailto:davlinw@embarqmail.com) and put in memo of email: reserve church.

**Additional Dates requested:**

5<sup>th</sup> Date Requested \_\_\_\_\_ : Start Time \_\_\_\_\_ : End Time: \_\_\_\_\_

6<sup>th</sup> Date Requested \_\_\_\_\_ : Start Time \_\_\_\_\_ : End Time: \_\_\_\_\_

7<sup>th</sup> Date Requested \_\_\_\_\_ : Start Time \_\_\_\_\_ : End Time: \_\_\_\_\_

8<sup>th</sup> Date Requested \_\_\_\_\_ : Start Time \_\_\_\_\_ : End Time: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Approved by: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

A/V Team contacted on \_\_\_\_\_ (DATE) Deaconess Team contacted on \_\_\_\_\_ (DATE)

Other Special Services contacted on \_\_\_\_\_ (DATE) Other Special Services contacted on \_\_\_\_\_ (DATE)

## PROCEDURE FOR REQUESTING USE OF THE ROLLA SEVENTH-DAY ADVENTIST CHURCH

1. Complete the form and deliver it to the Church Clerk at least **one month** prior to the date you are requesting to use the Church. The Church Clerk will check the Church calendar to assure that there is no scheduling conflict. If there is a conflict, you will be notified.
2. A guiding principle of the Seventh-day Adventist Church involves keeping the seventh-day Sabbath hours sacred and avoiding any activities that might violate their holiness.
3. Use of the Church premises on the Sabbath for church ministries will be permitted only if it does not interfere with the functioning of the Church.
4. The person making the request must arrange to have a key to the church or find someone who will open and close the church. They also need to contact a deacon to set the temperature in the facility you are using. Head Deacon: Russ Guill phone: 573-465-3568.
5. The Church is being made available to Rolla SDA Church members for their personal use (family reunions, parties, etc.). The church is **NOT** available for church member business use. There is a \$50 refundable fee for use of our facility and will be returned if the facility is in good condition.
6. Regular Church decorations and special seasonal decorations in the Church cannot be removed or rearranged. This includes swags, wall decorations, bows, and greenery in the church sanctuary and church lobby.
7. The piano & organ in the sanctuary are not to be moved.
8. **Damage:** The expense of any damage to the facility will be paid by the renting organization.
9. No storage is available in the Classrooms. Temporary storage may be available –upon request – elsewhere in the Church.
10. The Rolla SDA Church does not schedule events on major holidays (i.e. New Years, Easter, July 4, Thanksgiving Day, and Christmas Day).
11. There will be **NO** taping, nailing, or affixing of any items to the wall, furniture, organ, piano, or other church property without the authorization of the church board.
12. This Church campus and its grounds are tobacco-free, alcohol & drugs free, gun, firework, and taser-free zone.
13. To rent our facility to formal events, ie. Sports or large meetings **other than Adventist**, we need from their insurance company a “Certificate of additional insured” and it **must** be at least **one million dollars** in coverage naming “Rolla Seventh-day Adventist Church of Iowa/Missouri Conference with the Rolla SDA Church street address.

## SECURITY AND CLEANING PROCEDURES (Church Member should retain this page).

When you use the Rolla Church facility, you **MUST** assure that:

- **you are present at the Church at all times during your event**
- **you follow the lock-up procedure**
- **you leave the Church in at least the same condition in which you found it (if not better)** Rolla SDA counts on your group's responsibility to care for the building, and we thank you in advance. When your event has finished, please make sure the "General" steps are completed as well as the specific cleaning for the particular room/rooms that your group has used. **THE UTILITY CLOSET WILL BE LEFT UNLOCKED SO THAT YOU HAVE ACCESS TO THE CLEANING SUPPLIES.**

### General

Chairs, tables, equipment - returned to their original place  
Any decorations totally removed (including tape)  
If the building/equipment is damaged due to neglect or misuse, you will be charged for repair/replacement  
Trash put in the outside trash container  
No food permitted outside the Community Room  
"NO GUM" please in the Sanctuary

### Sanctuary

Trash must be picked up and put in the outside container  
Chairs/tables put back in their original position  
Vacuum the floor  
All electronic equipment returned to its place and turned off  
Sweep the floor  
All decorations removed  
"NO GUM" please in the Sanctuary

### Kitchen

There are no paper products at the Church for personal usage,  
**YOU MUST PROVIDE YOUR OWN PAPER PRODUCTS AND PLASTIC WARE.**  
Trash put in the outside trash container  
New trash liners in can  
Make sure stove/oven turned off  
Clean the stove  
No leftovers left in the refrigerator  
All cooking utensils cleaned and put away  
No food left on counter top or in cupboard  
Make sure sinks are clean - no food or dirty dishes  
Microwave cleaned  
Wipe down counter tops  
Sweep floor  
Mop any spills or food messes

### All Classrooms

Trash must be put in the outside trash container  
Chairs/tables put back in their original position  
Sweep/vacuum the floor

### Community Room

Trash put in the outside trash container  
New trash liners in can  
No food left on tables  
Tables and chairs put back in their original position  
Wipe down tables  
Mop any spills or food messes  
Sweep/vacuum floor  
All decorations removed including tape

### Bathrooms

Make sure all toilets are flushed and clean  
Trash must be put in the outside trash container  
Sweep floor  
Mop any spills or messes

### LOCK-UP PROCEDURES

*Regardless of which rooms or buildings you have used, your lock-up duty involves the **WHOLE** Church building, the **WHOLE** Gym, or the **WHOLE** Community Room. Make sure all doors are **locked** and **latched**, this includes both downstairs doors in the church, the one behind the organ to the outside and the lobby doors and the handicap door is not wedged open.*

Close all windows in the church building, gym kitchen, community room & kitchen which you have used  
Turn off air conditioners in Community Room (all other HVAC controls are controlled by the Deacons electronically)

Turn off all lights throughout the Church, Gym or Community Room

Once you are outside, check all doors to make sure they are locked and latched.

**KEEP THIS PAGE FOR YOURSELF. USE IT AS A CHECK LIST AT THE END OF YOUR EVENT.**