



Application for Use of First Baptist Church of Oak Ridge Facility

Use of Fellowship Hall at First Baptist Church of Oak Ridge Guidelines:

1. All buildings in our church are “smoke-free.” Therefore, smoking is not permitted in any building.
2. The use of alcohol shall not be permitted on the church property.
3. Gambling and any form of wagering is prohibited on church property.
4. No rental fee shall be assessed for a church member or non-church member for use of the facility.
5. Following use of the facility, the person/group reserving the facility is responsible for:
 1. Cleaning the space according to the attached cleaning checklist and returning the space to a state as clean as when they arrived. If this is not done, a \$50 cleaning fee will be charged.
 2. Returning the key to the brown drop box in the church office (in the corridor between the fellowship hall and sanctuary) and locking all outside doors to the church prior to leaving through the fellowship hall exit and locking that door on the way out. If the key is not returned and the doors locked, a \$75 key fee will be charged.
 3. Paying for any damages to the building or furnishes incurred during the use of the facility.
6. The person/group interested in reserving the facility must complete this application and return it to Jason Holloway (573-579-9510). The application will then be reviewed by the church, and a response will be given to the applicant with date and time to pick up a key if approved.

By signing below, I am stating that I agree to the terms of this policy.

Date & Time Requested: _____

Purpose: _____

Person Requesting Use of the Facility: _____

Organization (if applicable): _____

Phone Number: _____ Email: _____

Address: _____

Signature: _____ Date: _____

Cleaning Checklist & Contacts

Cleaning & Key Return Checklists

The church should be returned to the state that you found it which should include but not be limited to:

1. Taking out the trash (Trash bags are in the bottom cabinet to the right as you walk in fellowship hall.)
2. Wiping down tables and chairs and returning them to position they were in upon arrival
3. Wiping down counters (Dish towels are in the drawer to left as you walk in the fellowship hall.)
4. Emptying and washing coffee pots
5. Washing and putting away any dishes used
6. Cleaning floors (Brooms and mops are in closet closest to the water fountain.)
7. Picking up the nursery if toys have been taken out
8. Making sure all toilets are flushed and bathroom is in reasonable condition
9. Dirty towels can be left in the dish pan under the sink that is closest to the stove
10. Return the key to the brown drop box in the church office (in the corridor between the fellowship hall and sanctuary) and locking all outside doors to the church prior to leaving through the fellowship hall exit and locking that door on the way out.

In most cases the church will not be cleaned again before Sunday service. Thank you for your help in making sure the church is ready for Sunday service.

Contacts

In case of a problem with the facility, please contact one of the following individuals for help:

1. Ron Sauerbrunn - 573-270-7869
2. David Ford - 573-986-8715
3. Leland Elfrink - 573-275-4242