



Village Church of Bayville

9 Mountain Avenue, Bayville, NY 11709

Phone: (516) 628-2737

Email: VillageChurch@verizon.net

Room Reservation Request

Name of Organization: _____ Dated: _____

Chief Officer: _____ Contact Person: _____

Contact Address: _____

Contact Phone: () _____ Fax: () _____ Email: _____

Key Holders' Name(s): _____

Request permission to use _____

(name of room(s) to be used)

on _____ from _____

(days & dates to be used)

(starting and ending times)

(Note: You may attach a sheet of dates and times, if necessary. Keeping us informed of changes to your schedule helps us to meet your needs better! If the church's program necessitates a change in your schedule, we kindly ask for your flexibility.)

General description of usage: _____

Number of people expected to attend: _____

Please attach your group's proof of insurance.

(Note: All groups are asked to provide proof of insurance annually.)

Church areas used by your group for storage: _____

Are refreshments to be served? *(Please check one)* Yes ___ No ___

Is this a non-profit (501c3) organization? *(Please check one)* Yes ___ No ___

Donation Agreement: _____

All groups are asked to leave rooms in conditions **better** than they found it.

Please help us to keep our facility **clean** and **safe**. (See attached list.)

(You are entitled to a copy of this form.)

Village Church “House Rules”



We ask all groups using the church facilities to pitch in and make it easier for the church staff and the next group to use the rooms.

1. *You are responsible for setting up your meeting or activity.*
2. *Please help us take care of the building.* If you see anything amiss in the building or on the grounds, or if you have a question, please call the Pastor at 631-827-6401. Furthermore, accidents happen, so please notify our staff if something breaks or if supplies run out (such as toilet paper).
3. *Please practice the old maxim of leaving things in better shape than you found them.* Following the meeting, you are responsible for putting away anything you have used (chairs, tables, coffee makers, dishes, etc.).
4. *Before you leave, clean up.* Especially important are flat surfaces (i.e. tables and floors). Put trash outside in the dumpsters. Brooms, mops, vacuum cleaners, and other cleaning supplies are stored in the closet, if needed. Additional custodial fees may apply if these conditions are not met.
5. *If no one is in the building when you leave at the end of the day, cut off all the lights, and lock the doors.* Typically, this just involves locking the front door (where you entered the building), although it is requested that if a key was needed to open the door, please be sure you lock it behind you. Please be sure that all de-humidifiers are working.
6. *There is no smoking inside the building or within 5 feet of the door.* This is very important to comply with current laws preventing smoking in public spaces. It is also important to protect the many people (including children) who come and go throughout the week.

Finally, the fire code requires that you have a plan of exit in case of fire. In the event that the fire alarm sounds, please exit the building via the nearest exit immediately. This is for your own safety. It is further recommended that a member(s) of your adult staff be familiar with current CPR protocols.

I, the undersigned, recognize that I am responsible for seeing that the members of my group / organization keep these rules, and that I am to inform the members of my group / organization of these rules in a timely fashion. Furthermore, I promise to update the information provided on the form entitled “Room Reservation Request” whenever changes in leadership occur. I understand that keeping these rules helps all the groups/organizations at the Village Church of Bayville to work, play, learn, and worship together better.

Name of Responsible Adult

Signature

Dated

(You are entitled to a copy of this form.)