

**HOLLY SPRING FRIENDS MEETING  
Facility Reservation Request and Agreement**

Name of person or organization requesting use of facilities:

\_\_\_\_\_

Contact Information:

Address: \_\_\_\_\_

Phone Number: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Email Address: \_\_\_\_\_ Organization Website: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time (start to finish): \_\_\_\_\_

Identify areas of facility to be used:

- |  |  |
|--|--|
| <input type="checkbox"/> Family Life Center, including kitchen | <input type="checkbox"/> Family Life Center, without kitchen |
| <input type="checkbox"/> Meetinghouse Sanctuary                | <input type="checkbox"/> Meetinghouse Basement               |
| <input type="checkbox"/> Pond Shelter Area                     | <input type="checkbox"/> Other: _____                        |

State the purpose for which you intend to use the facilities:

\_\_\_\_\_  
\_\_\_\_\_

Special assistance or conditions: \_\_\_\_\_

\_\_\_\_\_

If you are requesting use of the facilities for a wedding and/or reception, please list the names and contact information for the bride and groom:

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

\_\_\_\_\_

Please list the name, contact information and religious affiliation of the person officiating the wedding:

\_\_\_\_\_

Note: A cleaning fee of \$125.00 will be required for wedding and/or reception usage.

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith. To the best of my knowledge, the purpose for which I am requesting use of the church's facilities will not contradict the church's faith. I am not aware of any beliefs professed by me or the organization I represent that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to the church staff.
2. I understand that the church does not allow its facilities to be generally available to the public and that my use of these facilities is subject to Monthly Meeting approval, which is conditioned in part on my agreement to the requirements in the Facility Use Policy, a copy of which I have read and understood.
3. No alcohol may be served in church facilities. Smoking in any indoor church facility is prohibited. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited on church premises. Gambling and possession of firearms are prohibited. Any person exhibiting such behaviors will be required to leave the premises.
4. I agree to use the utmost care in the use of church facilities and agree to leave the facilities in good, clean condition and all lights turned out. I agree to use my best efforts to prevent damage to structures, property and furnishings and to return all property in a secure, clean and orderly state. Furniture and equipment should be returned to its proper location promptly after use. The church respectfully requests that no nails, tacks or screws be driven into the walls, floors or ceilings, and that the floors be protected when moving furniture and/or equipment. Paint or marks or any other acts that would deface the church's property should be avoided.
5. I understand that no activity, such as dancing, that would cause the image of unholy character will be permitted.
6. I agree to be responsible for the supervision of the activity being sponsored, including the maintenance of order and safety of the people present and providing adequate adult supervision for children and youth events.
7. I agree to follow the rules established for the kitchen area use as posted. Permission must be given for use of any supplies, food, or beverages located in the kitchen area.
8. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
9. The church believes and I agree that disputes are to be worked out between parties without recourse to the courts. See Matthew 18: 15-17 and 1 Corinthians 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

\_\_\_\_\_ Date \_\_\_\_\_

Approved: Holly Spring Monthly Meeting of Friends Date: \_\_\_\_\_

By: \_\_\_\_\_, Clerk

# Holly Spring Friends Family Life Center

## Requirements Expected for Clean-Up

Please complete the check-list below after using our facilities.

### Fellowship Hall:

\_\_\_\_\_ All tables and chairs placed back as they were found

\_\_\_\_\_ Floors swept and mopped (can spot mop)

### Restrooms: *All supplies and trash bags for each restroom are located in the central cabinet in each restroom*

\_\_\_\_\_ Toilets Flushed

\_\_\_\_\_ Sinks Cleaned

\_\_\_\_\_ Floors Swept and mop (or spot mop)

\_\_\_\_\_ Remove all trash

### Kitchen: *All supplies are located under the sink; brooms and mops in closet*

\_\_\_\_\_ All utensils cleaned and stored

\_\_\_\_\_ All food disposed of or restored properly

\_\_\_\_\_ All appliances cleaned after use

\_\_\_\_\_ Floor swept and moped (*broom, dust pan, mop bucket and mops are in closet in kitchen*)

\_\_\_\_\_ All trash removed from building (trash bags are in closet in kitchen)

\_\_\_\_\_ Lights turned off

\_\_\_\_\_ Building locked

\_\_\_\_\_ All trash from any functions should be placed in the dumpster behind meetinghouse

\_\_\_\_\_ Heat and Air are all turned off (*except kitchen unit, set as directed above thermostat*)

\_\_\_\_\_ Sound System is turned off and properly stored