

FACILITY USE FORM

Name _____	Phone _____
Event Date: _____	
Building Access Time _____	Departure Time _____

Area to Reserve

ORC Fellowship Hall	Room 13
ORC Gym	Main Kitchen
ORC Kitchen	Elevate Chapel
ORC Coffee Shop	Sound & Mic

Tables and Chairs Needed

Chairs	
Round	
6 ft	
8ft	

Special Layouts

(If you require a specific layout, please provide a brief diagram.)

Please adhere to the dates & times that you have listed. Do not enter areas other than those agreed to on this form. We ask that to help with cost and continued use that you follow these simple guidelines:

1. Put away all tables and chairs except 9 set up in Fellowship Hall.
2. Clean and vacuum all areas thoroughly. (Sweeper inside kitchen)
3. Take all leftover food or throw it away. Carry all trash to dumpster in West parking lot.
4. Turn off all lights in used area.
5. Lock doors and set alarm.
6. Return keys to front office.

Key # _____	Alarm Code _____	Check-out Date _____
Signature _____	Date _____	
Office Signature _____	Date _____	