

Dubbo Presbyterian Church

Building Use Agreement



We want our Church building to be used by church members in any way that will promote the gospel and grow followers of Christ Jesus. Our building is used multiple times a week by different groups, and for this reason it's important that at the end of your event the building is returned as closely as possible to state that it was before you used it.

To help this goal, when the building is used for a function, you will need to have a DPC member who can agree to be the **responsible person** for the event. This person will make sure the building is returned to the same condition that it was found in. The **responsible person** needs to sign this form and will be contacted if any cleaning or rearranging needs to be done before Sunday. (It is preferable for large functions that this is a different person to the event co-ordinator or person making the booking as it is a significant role by itself.)

Person making booking_____

Function_____

Date_____

Responsible Person_____

Signature of Responsible Person

Phone

Is a Sound person needed YES/NO

Is a Livestream person needed YES/NO

Do you need to borrow a building key and alarm code? YES/NO

Please return this form to Barry Whalan, Cathy Leonard or a Minister, and arrange who will have a key and be responsible for the alarm.

See overleaf for Guidelines

Building Checklist

- ☐ Make sure the same person who is packing up was there to help setup so that know what was moved.
- ☐ If you are rearranging chairs, take a photo beforehand to make sure they are set up the same.
- ☐ Pay careful attention to seating, tables, decorations, table cloths, small round tables.
- ☐ Check signage is returned to where it was.
- ☐ Make sure hard floors are mopped and carpet is vacuumed.
- ☐ Check the family room is reset and neat.
- ☐ Check cooling and heating is turned off.
- ☐ Check that chairs are not left in piles around the building.
- ☐ Please make sure internal bins and rubbish are emptied.
- ☐ If possible remove your own rubbish from the site as our wheelie bins are often at capacity each week.
- ☐ Please make sure paper /tissues/bibles are not left on chairs.
- ☐ Please check toilets are cleaned (if appropriate).
- ☐ Do not move drums/musical instruments unless you have permission.
- ☐ Do not move stage backdrops or hang things from the stage backdrop unless you have permission from Louise Willets or Barry Whalan.
- ☐ Check kitchen is clean and tidy and any extra containers/appliances have been removed.
- ☐ Make sure all windows and doors are shut and latched.
- ☐ Make sure alarm is set and front doors are key locked

Cleaning

DPC building cleaning is done on a Saturday Morning. If you event is planned for a Saturday Morning please contact Trudy 0423 189 849 trudyross@gmail.com a month ahead to let her know.

If your event is being held after the cleaning team has been through, then the cleaning after your event needs to be particularly good in order for the building to be ready for Sunday (including kitchen, toilets, entry and exit mats etc).

Contact Numbers

Building Manager	Barry Whalan	0428 635 488
Sundays & Music	Wayne Connor	0438 960 034
Cleaning	Trudy Ross	0423 189 849
Building Aesthetics	Louise Willetts	0437 269 274
Administration	Cathy Leonard	0438 683 182