



ROOM REQUEST FORM

1100 North Main Street
Findlay, Ohio 45840
Office: 419-422-7365
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office@collegefirst.org
www.collegefirst.org

EVENT

NAME OF PERSON(S) OR ORGANIZATION:

CONTACT PERSON:

TELEPHONE NO:

EMAIL ADDRESS:

DATE(S):

TIME (including set up & tear down if applicable):

ROOM NO:

NUMBER OF PEOPLE:

ROOM SET-UP (Tables needed, TV/DVD player, etc.):

Additional information:

Please indicate if you intend to use the FELLOWSHIP HALL or FELLOWSHIP HALL AND KITCHEN. **Please also indicate if you will have food (catered or otherwise)**

Fellowship Hall and/or kitchen use procedure: After use, clean dishes, counters & stoves and return all items used to appropriate cupboards and drawers. If using dishwasher, empty and put dishes away. Sweep kitchen and pick up refuse in Fellowship Hall. If you only request the Fellowship Hall, THE KITCHEN WILL BE LOCKED. **Wipe down tables and chairs in Fellowship Hall. Empty all trash cans and take trash bags to dumpster** (located at the NW corner of the College First parking lot toward UF Koehler Building). *Please leave the kitchen better than you found it!* If bring your own containers, do not leave any food etc. in the refrigerator or on counters. You are responsible for replacing any lost or damaged items.

Do not leave children unattended. Children are not permitted to roam the building and should be supervised at all times in the area you are reserving (no 'hide & seek' in the sanctuary, for example). No alcoholic beverages allowed.

I have read this and agree with the kitchen and/or fellowship hall use procedure (make a copy for your file)

Signature:

Date:

For groups not representing the stated programs and purposes of the church, a contribution for use of the facility and to set-up the rooms(s) is anticipated. Contribution is as follows:

- | | | | |
|---|----------|---|----------|
| ☐ Use of Classroom | \$40.00 | ☐ Use of Parlor | \$100.00 |
| ☐ Use of Chapel | \$100.00 | | |
| ☐ Use of Fellowship Hall Only | \$200.00 | ☐ Use of Sanctuary | \$250.00 |
| ☐ Use of Fellowship Hall and Kitchen | \$250.00 | | |

A check should be made payable to **College First Church of God** and provided in advance when reserving the room.

IN CASE OF EMERGENCY CALL: Chad at 567-294-9387 (MON.-FRI.) or MARK at 931-374-2811 (SAT.-SUN.)

PLEASE NOTE: Children are not to be left unattended in the building due to safety of the children and liability insurance.

OFFICE USE ONLY

Staff Approval:

Payment Received:

Payment made by:

Cash or Check No: