

Cornerstone Assembly of God

Building Use Application

Only Members, in good standing and their families, are permitted to reserve the facility.

There is a \$25 fee for the use of the Café and a \$50 fee for use of the Sanctuary. Set up and clean up are the responsibility of the party. You may request a custodian, in advance, for an additional \$100. If the building needs to be cleaned, by the custodians, following your event, you will be billed \$100.

You will have access to the kitchen and restrooms when reserving the café and access to the entire building when reserving the Sanctuary, as well as the equipment, in those areas, unless otherwise specified. Please contact a member of the Tech Team, in advance, if you need to use the projector or sound equipment.

You must provide your own beverages, food and paper products (excluding restroom products) for you and your guests.

Do not tape or nail anything to the walls without prior approval of the adhesive you will be using.

Date of Application: _____

Contact Name: _____

Phone: (H) _____ (W) _____ © _____

Purpose of Request: _____

Date of Event: _____ Arrival Time: _____ Departure: _____

I am requesting:

⇒ Café (\$25.00)

⇒ Sanctuary (\$50.00)

⇒ Custodian (\$100.00)

By signing below, I agree to the above terms and conditions.

Signature of Member: _____ Date: _____

Approved by: _____ Date: _____

Building Supervisor: _____

For Office Use Only:

Payment Amount Received: _____ Cash or Check _____ Check # _____

Building Supervisor Salary: _____ Date Paid _____ Check # _____

Building Use Clean Up Checklist

Kitchen Wing:

- ⇒ Wipe down all surfaces and appliances in Kitchen
- ⇒ Clean Restrooms

Café

- ⇒ Wipe down counters and tables
- ⇒ Wipe down drinking fountain
- ⇒ Wipe down coffee maker and dispose of used filters
- ⇒ Wipe down all windows and glass on Entry and Sanctuary doors
- ⇒ Empty all trash and take to the dumpster (key is in the Administration Office hanging on the Key Display)
- ⇒ Sweep and Mop (only one capful of floor cleaner to an entire yellow mop bucket)

Sanctuary

- ⇒ Reset stage and Musical Instruments (You must have prior approval from a Tech Team Member)
- ⇒ Reset Chairs
 - * Front Row 10'6"
 - * From outside walls to outside edge of chairs 4'6"
 - * Use Sticks in Janitors Closet to measure row spacing
 - * Look down center after set and align the backs of the chairs with the front rows
- ⇒ Vacuum

Children's Wing

- ⇒ Clean Restroom
- ⇒ Vacuum Hallway
- ⇒ Make Sure all exits and windows are locked.