

## ROOM USE GUIDELINES Quail Springs Church of Christ

Rooms may be reserved through the office for both ministry and non-ministry activities. The Quail Springs Church Administrator reserves the right to cancel or reschedule activities if there is a priority need of the church. Please call the church office during business hours, Monday-Thursday from 8:00 AM-5:00 PM, at 755-4790 to make arrangements for facility use.

Fees: (Not applicable to wedding events; please call for details.)

Auditorium, foyer & restrooms	\$300 per hour	\$100 one-time cleaning charge
Chapel	\$70 per hour	\$50 one-time cleaning charge
Family Room, Gym, Parlor, classrooms	\$50 per hour	\$50 one-time cleaning charge

Payment is due 2 weeks prior to event.

### PLEASE READ BEFORE YOUR EVENT

Groups and individuals using the building are expected to contain their activities to the portions reserved, which includes the use of the nearest restroom facilities, and to have **adult supervision of children**.

If you provide a drawing or description of your needs one week ahead of time, tables and chairs (8' rectangular tables, 6' round tables and stacking chairs) will be set up for you ahead of time. Please provide your own paper plates, cups, napkins, etc., as well as your own food and drink. Serving items such as tablecloths, dishes, punch bowls, candle holders, etc. are available by reservation through the office. No other furnishings permanently intended for a particular room (i.e. Parlor, Family Room, Chapel, Auditorium) should be moved to save wear and tear on furnishings. **Due to the many events that take place in our building, church property is for use within the church building only. Church property including furniture, chairs, tables, kitchen dishes and equipment, linens, serving pieces and accessories, and audio/visual equipment will not be loaned for use away from the premises.**

Your responsibilities for cleanup *if the cleaning fee does not apply*:

- **Remove all decorations.**
- **Wash, dry and put away dishes, wipe all tables, kitchen counters, stove or other surfaces used.**
- **Clean candle wax from holders and decorations.**
- **Vacuum/sweep/mop any spills and crumbs. (Ask Security staff person where equipment is located.)**
- **Take towels and tablecloths home to wash and return them within 3 days.**
- **Dispose of trash and left over food, bag it and drop it in our dumpster at the edge of the parking lot.**
- **Children's classrooms or nurseries used should be picked up, trash collected and restored to the set up you found at your arrival.**
- **Check out with Security staff before leaving.**

No smoking or alcoholic beverages are allowed in the building. No profit-making organization or individual may hold a sale in our building without express permission from the Administrator.

A Security staff person is on duty when the building is open after office hours for help with facility needs. They can be paged to your location from a phone in the office or kitchen. (Instructions for paging them to your area of the building are posted on or near the phones.) Please respect the enforcement of policies and/or decisions by the Security staff. Our Security staff is here to provide for your safety and facility needs, but they are not custodians. Additional questions or problems should be referred to the church administrator.

**ROOM USE AGREEMENT**  
**Quail Springs Church of Christ**

GROUP NAME: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

CONTACT PERSON #1 \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

CONTACT PERSON #2: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Room Assigned: \_\_\_\_\_ Facility Use Fee: \_\_\_\_\_

As a representative of the above group, we agree to the attached guidelines.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

# Event Setup

Today's Date \_\_\_\_\_ Room Number \_\_\_\_\_

Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Date/Time Needed \_\_\_\_\_

Contact Person #1 \_\_\_\_\_

Contact Person #2 \_\_\_\_\_

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_

*Someone must be at this number in case we have questions*

*If we cannot get in touch with you, your setup might not be the way you want.*

Room Setup

A/V Equipment

TV/VCR

VCR/DVD

Overhead

Projector

Screen

Other

Please draw diagram of desired room setup. Please be as specific as possible.

Use additional paper or back of form if needed.

*Hint: 8' rectangular and 6' round tables will sit 8 chairs comfortably.*