

Greensburg Baptist Church Christian Life Center

Phone: 270-932-4495

Request for Use of Facility – Please **PRINT ONLY****Church member making request:**

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

By Whom: \_\_\_\_\_

Cleaning Fee: \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street/P.O. Box City State Zip code

Organization \_\_\_\_\_

Type of function \_\_\_\_\_

**Which of these best applies to your event?**(Payment due at the time of request & will be *nonrefundable*)

\_\_\_\$30 for one event (up to 50 people)      \_\_\_\$100 for one event (over 100 people)

\_\_\_\$50 for one event (51-100 people)

Date desired: \_\_\_\_\_ Time desired \_\_\_\_\_ to \_\_\_\_\_

Will sound equipment be used? \_\_\_\_\_

(Must be operated by a GBC sound technician for \$75 for up to 3 hours, \$25 for each additional hour. Technician may not be available, which would prohibit usage.)

Church member in charge: \_\_\_\_\_ Phone \_\_\_\_\_

**The cleaning fee is required at the time of requested use and should be made payable to GBC with CLC cleaning fee written in memo.** This request should be made at least 4 weeks in advance in order to make arrangements for the calendar and cleaning schedule. If there is any change or cancellation, please notify Patsy Pruitt (270-932-7582) immediately. Greensburg Baptist Church is not responsible for any injuries incurred while using the facilities.

## **Greensburg Baptist Church Christian Life Center Rules**

We request that all who participate in activities in the Christian Life Center behave in a manner that is honoring to God. We ask that the following regulations be observed at ALL times.

### **NOT PERMITTED**

**-Profanity   -Political Groups   -Tobacco Products   -Alcohol   -Dancing**  
**-Weapons   -Fighting   -Animals**

1. To be able to schedule an event at the Christian Life Center (CLC), you must be a member of the church. GBC members that make a CLC request must be 18 years of age or older. The individual that schedules the event is also solely responsible for the entire event.
2. Greensburg Baptist Church activities have first priority. In the event of an unscheduled activity such as a funeral meal, GBC reserves the right to cancel any activity without prior notice. Weddings will be given special consideration. A refund will be made if the church cancels this agreement.
3. No events will be allowed to be scheduled during Sunday morning or Sunday evening services, Wednesday night services, or any scheduled worship service unless they are part of a GBC program.
4. All requests should be made a minimum of 28 days (4 weeks) in advance. All events must be approved by the CLC committee before they can be put on the calendar.
5. Only appropriate Christian-based music is allowed to be played.
6. Nothing, including decorations, shall be attached to the walls.
7. No organization shall have scheduled weekly or monthly meetings/events in the CLC.
8. If a Christian-based organization(s) (i.e., Associational meetings, Gideon meetings, GBC Preschool, or church ministries) or local school system uses the CLC, the church member(s) in charge of the event will be responsible for clean-up (see attachment #1).

I have received, read, and understand the rules and regulations.

\_\_\_\_\_ **Date** \_\_\_\_\_  
**Signature of church member in charge**

## Greensburg Baptist Church

### Christian Life Center

#### Cleaning Checklist

*Each of these needs to be completed if responsible for clean-up of the CLC:*

- \_\_\_\_\_ 1. Dishwasher emptied and clean
- \_\_\_\_\_ 2. ALL stove burners and oven turned OFF
- \_\_\_\_\_ 3. NO food left (check refrigerator)
- \_\_\_\_\_ 4. Countertops sprayed and wiped off
- \_\_\_\_\_ 5. Kitchen floor swept and mopped
- \_\_\_\_\_ 6. All tables & chairs wiped off and stored
- \_\_\_\_\_ 7. Restrooms cleaned (toilets flushed, floors swept & mopped)
- \_\_\_\_\_ 8. All decorations removed
- \_\_\_\_\_ 9. Gym floor dust mopped (damp mop any dirty spots)
- \_\_\_\_\_ 10. Water turned OFF at every sink
- \_\_\_\_\_ 11. All equipment returned to storage room
- \_\_\_\_\_ 12. All trash removed & taken to the cans behind the church
- \_\_\_\_\_ 13. All lights turned OFF (gym, kitchen & restrooms)