

ROOM REQUEST FORM

Simi Church of Christ

1554 Sinaloa Road, Simi Valley, CA 93065

Phone: (805) 527-2328 Fax: (805) 527-2557 E-mail: info@simichurchofchrist.com

Deadline: Monday at 12:00 Noon, two weeks prior to the event

Rooms Requested: (circle rooms/areas/equipment needed)

- **Heller Hall** - Seats 60 people, has folding tables and chairs. Includes front patio area.
- **Kitchen** - Full kitchen equipped with coffee maker, two stoves, two refrigerators, dishwasher, and cooking utensils.
- **Auditorium** - Seating for 180 people, chairs can be added if needed.
- **Sound System** - Available in the Auditorium - must be operated by SCOC media personnel.
- **Video System** - Available in the Auditorium, DVD, VCR, and a Computer - must be operated by SCOC media personnel.
- **Foyer** - Available with the Auditorium, but can be requested separately.
- **Room 14** - Room has a large conference table with folding chairs and can seat 20 people.
- **Room 26** - Room is upstairs and is arranged as a small class or lecture room and can seat 24 people.
- **Nursery** - Has two easy chairs a small kitchenette, it is equipped with a TV with VCR and also has children's toys.
- **Grounds** - The grassy area in the front of the buildings is available for picnics and as a playground

Will Sound System and/or video system equipment be required Y N (requires permission from Media Ministries)

Today's Date: _____

Your Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail _____

Date(s) Requested: _____

Time Needed (including set-up and tear-down): Start Time: _____ AM PM End Time: _____ AM PM

Activity or Event taking place: _____

Will Attendees be charged for any services? Y N

Simi Church of Christ member or ministry: _____

Is Nursery needed? Y N — Approximate Number of Children: _____

Adult supervision is required for all activities involving minors!

Notice: The Simi Church of Christ reserves the right to use the room and/or area that is/are reserved for you or 'bumps' you. If we do 'bump' you, we will make every effort to notify you of the change as soon as possible and we will try to locate you to another suitable location on our campus.

I have read this and the attached documents and I will be responsible for the building use including set-up, and break-down, cleanup, and damages

Signed _____ Date: _____

OFFICE USE ONLY

Date Received: _____ Approved Yes No Deacon: _____ Date: _____

Contacted responsible party: Phone Date & Time: _____ Left Message

Email Date: _____ Mail Date: _____

Media Ministry Notified: _____ Audio/Video Technician Contacted: _____

Heller Hall Committee Notified: _____

Event Added to Calendar: _____

Custodial Fee Charged for Cleanup \$ _____ Collected Date: _____

Damage Fee Charged for Damage \$ _____ Collected Date: _____

Simi Church of Christ

Building Usage Policy and Guidelines

Simi Church of Christ has provided this facility and furnishings for the benefit of our membership and constituents. Nevertheless, we also make our facility available to our community. Since there will be many groups using this area, please abide by the following guidelines. Furnishings and equipment are church property and are not to be taken outside the facility or loaned out without prior approval of the building use deacon or the church office.

BASIC GUIDELINES:

1. Use of facilities must be scheduled through the church office by completing a "Building Use Request Form".
 2. The person completing the paperwork is solely responsible for everything that takes place on church property. This includes clean up as well as any damage compensation.
 3. Approval for use by a group or organization is for a designated area and does not grant group access to the entire facility.
 4. Smoking is prohibited in building. Alcohol is prohibited in building or anywhere on property.
 5. Children must be under constant adult supervision. At no time are children permitted to be alone in any room of the building or on the church grounds.
 6. Groups requiring the use of the audio/visual equipment must have prior approval. Only approved Sound Technicians from Simi Church of Christ are authorized to use the audio/visual equipment.
 7. Use of resources (i.e. television, VCR/DVD player, coffee maker, etc.) is available upon prior request and agreement.
 8. Groups are responsible for all drinks and refreshments, including paper plates, napkins, cups, etc. Church will provide garbage bags, cleaning supplies and use of dishes, serving utensils, punch bowl, or other pots/pans.
 9. The group leader will be responsible for the following:
 - A. Checking out keys from the office, if needed.
 - B. Setup and tear down of tables, chairs, and equipment.
 - C. Cleanup (cleaning supplies are located in the kitchen pantry)
 1. Thoroughly clean kitchen area, stove, countertops, etc. (if used).
 2. Sweep and mop kitchen (if used).
 3. Vacuum carpeted areas used (vacuum located in the Fellowship Hall closet).
 4. Wipe off all tables and chairs with a damp cloth.
 5. All garbage is to be disposed of at the dumpsters located in the parking lot. Replace trash can liners (located in the kitchen cabinets on the left side of the sink.)
 6. No leftover food or drink items are to be stored in the refrigerator or freezer. Throw items out or take them home. Don't leave them to accumulate.
 7. Group items that need to be stored for future use must be marked with your group name and stored in a designated area.
 8. All dishes, pots & pans, utensils must be washed, dried and put in their proper places.
 9. Check restrooms for cleanliness - trash emptied, toilets flushed, etc.
- A. Ensure lights are turned off, blinds are closed, heater is off and building is locked prior to leaving.
 - B. Return borrowed keys to the office within 2 -3 business days.

Notice: The Simi Church of Christ reserves the right to use the facilities for church activities. If we do, we will try to relocate you to another suitable location on our campus.

1. Simi Church of Christ, its elders, deacons and members are not responsible for injuries occurring on or in the property during the usage of said facilities and shall be held harmless.
2. Care should be taken for security of participants and possessions. Simi Church of Christ, its elders, deacons and members are not responsible for any loss of material items.
3. Failure to abide by these policy and guidelines may result in the denial of future requests to use the facility.

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Checklist for Kitchen Cleanup

Check each item off as you complete these tasks. Each item must be completed before leaving the premises, unless special permission has been received from the Heller Hall Committee.

1. All dishes used, returned to kitchen, washed, dried and put away.
2. All silverware used, returned to kitchen, washed dried and put away.
3. All dishes and silverware stored in their proper places.
4. All pots and pans used, scrubbed, then returned to proper storage place.
5. Never pour fat or grease down the kitchen sink drains. Place in a container or can and put it in the garbage.
6. All Tablecloths should be taken home to be washed and ironed or returned to the rental company.
7. All disposable items discarded and garbage bags placed in the dumpster.
8. All garbage cans returned to the kitchen, emptied, and a clean garbage bag placed in each can (can liners are in cabinet at left of sink.)
9. Stove top and racks should be cleaned and scrubbed with a non-scratch cleaner. (provided by the church)
10. Sinks and counter tops wiped clean
11. All perishables must be used, given away or distributed to charitable ministries. Do not leave leftover food in the kitchen.
12. All washcloths, dishtowels, hot pads and aprons used are to be taken home, laundered, and returned to the kitchen by the following week.
13. If hurricane globes and glass candlestick holders are used, please wash and dry them before they are returned to the proper storage area.
14. All dishes left by the church members should be placed in the foyer for church members to pick up later. Do not leave dishes in kitchen.
15. All coffee pots emptied, washed out, dried, reassembled and placed in proper storage area.
16. The Commercial coffee maker must be rinsed and cleaned out.
17. Have tables and chairs that you used, folded, stacked, and returned to their proper storage area.
18. Turn off kitchen lights, fans, AC/Heater, and make sure doors are closed and locked.

Important Notes

Any food left behind will either be discarded or donated.

Call the Office or the Heller Hall Committee if you plan to use any church supplies such as paper plates and cups.