

9 RW/HC FACILITY RESERVATION WORKSHEET

(This worksheet is subject to the Privacy Act of 1974 when completed)

Safety:

- Spills on tile/linoleum are very slippery and must be wiped up immediately.
- Garbage or opened food items attract pests and can cause health hazards.
- Children under age 10 are permitted in balconies or kitchens only when accompanied by an individual 18 years or older, although is recommended to keep them out of the balconies and/or kitchens altogether.
- Baseboard heaters in the Foothills annex and sanctuary are hot and have sharp edges.
- Use proper lifting procedure when moving tables and chairs.
- Properly extinguish bar-b-que grill upon completion of use.
- Know the location of all exits and fire extinguishers in case of fire (the Chaplain Corps Safety Monitor can facilitate Fire Extinguisher training for you if needed).

Security:

- Event leaders are responsible for securing the key in key box immediately after use. Report it immediately to the Facility Manager if it is lost.
- Code to key box will change periodically and will not be shared by Event leader if it is provided to them.
- Event leaders are expected to follow any applicable Force Protection Condition (FPCON) measures.
- Event leaders **MUST SECURE ALL EXTERIOR DOORS** prior to departing an unoccupied building.

Other:

- Only specially trained personnel are permitted to operate sound equipment.
- Smoking is allowed **ONLY** in designated smoking areas.
- ABSOLUTELY NO CONSUMPTION OF ALCOHOL IS PERMITTED ON CHAPEL PROPERTY.**
- Set up and tear down of events are the event leader's responsibility.
- Supplies are available to Chapel sponsored programs upon request. Access may be granted to applicable Faith Group storage areas. Non-Chapel sponsored programs must provide their own supplies.
- Direct all calls to the Foothills x4701 or Valley x4705 as applicable.**
- Every effort shall be made to clean spills on carpet. If the spill cannot be cleaned, you must notify chapel staff ASAP.

Checklist for closing facility at end of an event:

- Turn off Stove/Oven/Coffee Pots.
- Clean Tables/Chairs/Countertops/Dishes.
- Put annex furniture in standard setup (Valley Grand Hall-see diagram on door; Foothills-
- Turn off baseboard heaters (Foothills only).
- Pick up nursery: toys/diapers/crumbs/bottles/sippy cups, etc.
- Mop/Sweep hard floors.
- Turn off/put away all equipment/supplies used.
- Remove all signs/decorations.
- Remove all garbage with food or receptacles half full of garbage and add new liners.
- Turn off Sanctuary/Restroom/Hallway/Office/Annex/Kitchen/Gazebo Lights.
- Ensure every exterior door is locked and latched.

I verify that I have received training according to the aforementioned items.

I have had all my questions answered regarding the use of the chapel facilities and that I have or know how to acquire all the resources I need to use the facilities.

I will leave the facility in a condition that is consistent with, or better than, the established standards.

I understand that the use of Chapel's sanctuary, chancel, nave or denominational specific room is **only for religious activities.**

Printed Name of Trainee

Printed Name of Trainer

Signature and Date

Signature and Date