



THE GREEK ORTHODOX CHURCH OF THE HOLY CROSS

Mr. Tyke Stamates, Facilities Manager

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FACILITIES RESERVATION REQUEST FOR CHURCH ORGANIZATIONS

(1) Please carefully READ (PAGES ONE AND TWO) this form and completely fill out one form for every meeting event your organization is planning (Please just fill one out for regular meetings).

(2) Submit this form and floor plan (at least TEN working days before event).

If we do not have one of these forms at least 10 days before your meeting or event, we cannot guarantee your hall/room reservation.

(3) Call the church office the next afternoon to confirm the event.

Date(s) of use : _____ / _____ / _____

Time of use : from _____ to _____ (no later than 10:30 PM)

(time frame should include expected time necessary for YOUR set-up and clean-up)

Name of organization / event : _____

Name/purpose of function : _____

Estimated number of persons attending : _____

Reservation for (check all that apply) :

Community Hall / Gym

The Oaks

Lobby

The Oaks bar

Fireside Room (room divider will be closed)

Sound System

Classroom _____ (room number)

The Contos Library

Kitchen / cooking (If checked, name of your committee person

Who has contacted our church caterer : _____

Barbecue area (If checked, name of your committee person

Who has contacted our church caterer : _____

Dance floor

I (we) have read and understand the rules and guidelines of this Facilities Reservation Request and by signing below, agree to follow the rules and guidelines to the best of my (our) ability.

Chairperson or person to be contacted regarding this event :

Date :

_____ / _____ / _____

Telephones : home : _____ work/cell : _____

E-mail : _____

It is expected that the facilities be left in the condition they were found. Cleaning the Kitchen after any function is **NOT** the responsibility of the Church custodial crew, and **NOT** the responsibility of the Church caterer. If your organization wishes to employ a cleanup crew, independent arrangements must be made through the Facilities Manager. The Halls and Kitchen must be cleaned up immediately after the event, not the following day. If any damage is found or if additional clean-up is necessary, you or your organization will be held responsible and/or charged.

- (1) Remove all decorations and/or garbage.
- (2) Any left-over food must be placed in the refrigerator and its disposal arranged for and completed within 2 days. If not, it will be treated as garbage.
- (3) All refuse must be placed in garbage bags, secured, and deposited in the BFI bin at the rear of the building. Cardboard and paper goods must be broken down and placed in the green bin. Garbage must not be piled on the lid of the bin, or in front of the bin, to allow complete access for the refuse truck.
- (4) Wipe all tables, counters and sinks in the Halls and Kitchen.
- (5) Sweep the Gym (or mop if necessary) and/or vacuum The Oaks.
- (6) Turn off the PA / sound system.
- (7) Turn off and clean stoves, ovens, and the coffee maker
- (8) Wash, clean, put and lock away all appliances, pots, pans, china, utensils, glassware, and flatware.
- (9) Schedule drop-off and pickup of rental equipment between the hours of 10:00 AM and 12:00 PM. The Church is not responsible for any rental equipment rented by church organizations or parishioners.
- (10) Turn off all lights (including restrooms).
- (11) Close and lock all windows and doors. It is your responsibility to make certain that the facility is properly secured at the end of your function.