

FACILITY RESERVATION FORM

Due to COVID-19, the only available location is the main room of the Fellowship Center. The Sanctuary, Education Building, Kitchen, Love Conference Room, and Youth Room are not to be used at this time.

Group size is limited to a maximum of 25 people indoors, or 50 people outdoors.

Name of Group: _____

Date(s): _____ Begin Time: _____ End Time: _____

Activity Description: _____

Name of Designated Representative: _____

Address: _____

Phone: _____ Email: _____

- All people participating in group meetings must wear facial covering over nose & mouth.
- Group representative must fill out the provided attendance sheets in order to document everyone present. Attendance sheet must be saved for at least four weeks in order to allow for COVID tracing, if necessary.
- Group must follow the cleaning guidelines after every gathering.
- End Time must be enforced in order to allow sufficient time between groups.
- Space is available on a *first come, first served* basis for approved users. Generally, church related functions will take priority.
- Groups will lose privileges to meet if any of the above guidelines are not followed.

FOR OFFICE USE ONLY

Date/time form received: _____ Date approved: _____

Date fee/deposit received: _____ Amount: _____

Date key returned: _____ Date deposit refunded: _____