

# REQUEST FORM

For use of Rockford SDA Gym, Fellowship Hall & Kitchen Facility

(approved May 21, 2018)

Individual Making Request: \_\_\_\_\_ Phone: \_\_\_\_\_

Is the person making the request a member of the Rockford SDA church? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Approval: \_\_\_\_\_

Time(s) In & Out: \_\_\_\_\_

Individual Responsible for Opening & Closing: \_\_\_\_\_

Temporary Security Code Requested: \_\_\_\_\_ Approved: \_\_\_\_\_

Deacons on Duty: 1) \_\_\_\_\_ 2) \_\_\_\_\_  
Phone # 1) \_\_\_\_\_ 2) \_\_\_\_\_

**Fees: \$10/hr & \$100 deposit** for Rockford SDA members    **\$20/hr & \$200 deposit** for non members

Record of payment: Check number # \_\_\_\_\_ Amount \_\_\_\_\_

Record of return of deposit: Full or Partial amount returned Date: \_\_\_\_\_ (if partial note amount) \_\_\_\_\_ Authorized person \_\_\_\_\_

## Requesting Use of:

- GYM** (*shoes with marking black soles are not permitted*)  
Recreational Equipment Requested (*please list* \_\_\_\_\_)

### Checklist Upon Leaving:

- Remove all personal items
- All recreational equipment put away
- Gym cleaned - dust mopped
- All lights out
- Doors locked
- Alarm set using temporary code

Inspected by: \_\_\_\_\_

- DINING HALL** (*tables and chairs are available*)

**Checklist Upon Leaving:**

- Remove all personal items
- Fellowship Hall items put away (tables & chairs)
- Fellowship Hall cleaned - tables wiped, floor swept & mopped
- Trash taken out to dumpster
- All lights out

Inspected by: \_\_\_\_\_

- KITCHEN** (*please provide your own paper plates, cups, plastic wear, napkins, etc.*)

**Checklist Upon Leaving:**

- Remove all personal items
- Kitchen cleaned – sinks rinsed, counters wiped, floor mopped
- Trash taken out to dumpster
- All lights out

Inspected by: \_\_\_\_\_

**NOTICE: This does not include access to the Library, School and Daycare**

**Completed forms are to be stored in Rental Agreement accordion folder in the month tab the event is to occur. A photocopy of the fully completed rental with return of deposit noted and signed will be given to the renter. The original fully completed form will be filed by the church clerk.**