



Facilities Request Form

3080 Hwy. 81 South
Loganville, GA 30052
770-466-6133

Please complete this form and bring, or fax (770-466-3859), to the church office.

Which buildings are being requested?

Bldg. 100 Bldg. 200 Downstairs Bldg. 200 Upstairs Bldg. 300
 Bldg. 400 Bldg. 500 Bldg. 600 Bldg. 700 Other

Date of Event: _____ Times (with setup & cleanup): _____

Summit Calendar Clear? Y N

Name: _____ Member of Summit? Y N

Organization: _____

Event: _____ Approx. Party Size: _____

Person in charge of event: _____ Phone #: _____

For Office Use Only	Date Submitted: _____ Date Accepted/Rejected _____
	Reason for Rejection (if applicable): _____

A Security Deposit equal to 100% of the usage fee is required for all events. The Usage Fee plus the Custodial Fee is due at the same time as the deposit and is required for all non-member and member events. I (We) agree to pay the necessary fees of \$_____ no later than two weeks in advance to secure my reservation. There is a cancellation fee of 15% that is not refundable. If the activity is a Non-Summit activity, the same fees apply to a Summit Member as a Non-Member.

Room/Area Usage Fee	MEMBER	NON-MEMBER	CUSTODIAL FEE
Sanctuary**	\$200.00	\$800.00	\$150.00
Kitchen	\$50.00	\$100.00	\$50.00
Classrooms	\$25.00	\$50.00	\$25.00
Building 300	\$200.00	\$400.00	\$150.00
Building 200	N/A*	N/A*	
Audio/Visual Fees	\$75 per hour (\$150 Min.)	\$75 per hour (\$150 Min.)	

*Building 200 is our Children's Building ~ it is **not** available for rent. It is used as needed for church related events only.

**** WEDDING CUSTODIAL FEES**

The fee for Custodial Services for weddings is \$300.00 both members and non-members.

I (We) understand that only the use of the facility requested is allowed and that the playground may not be used. I (We) shall indemnify and save Summit Baptist Church harmless from and against any and all liabilities, damages, reasonable expenses, causes of action, suits, claims or judgments (including, without limitation, reasonable attorney's fees and court costs) arising from personal injury, death or property damage and occurring on or from the property to guests, members, my (our) invitees or licensees. I/we agree to pay for any damages.

Name (Signature): _____

SEE BACK FOR ROOM SET-UP

ROOM REQUESTED (Building and Room Numbers)_____

MATERIALS NEEDED: Number of tables needed ____round ____rectangular

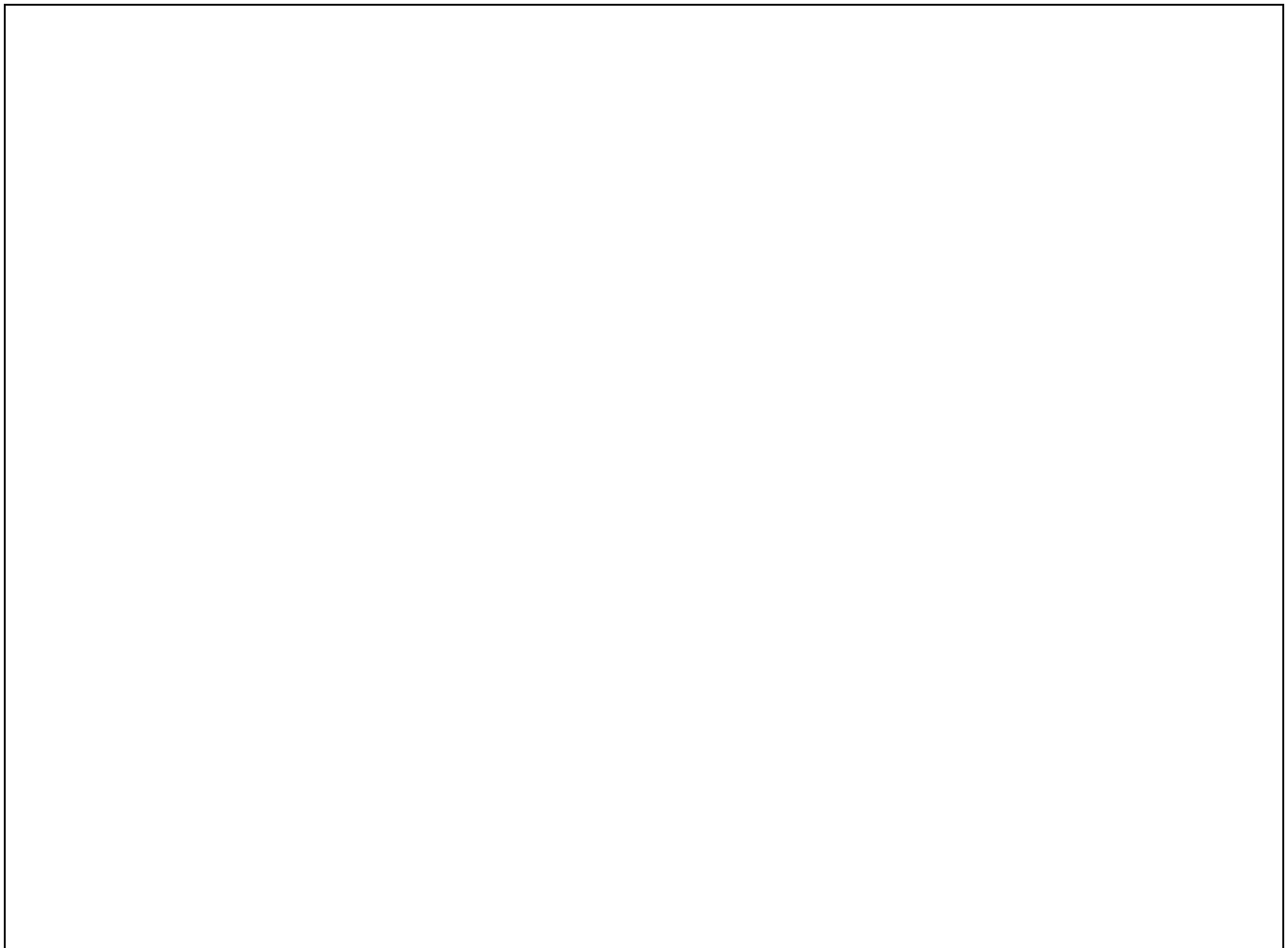
Number of chairs at each table ____

Serving tables needed ____round ____rectangular

Kitchen needed ____yes ____no

Sound system needed ____yes ____no if yes, list specifics
(number of microphones, CD player, etc.)_____

Please draw a diagram of the room as to where you would like for furniture to be placed. Final placement of tables, chairs, serving tables, and sound system (if applicable) will be done by those who are utilizing the facility.





Facilities Use Checklist

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Rule of Thumb: Leave it as you found it. These buildings belong to God and serve as a place of Worship and Ministry. Thank You!

Be sure to pick up key and alarm code from church office prior to facility use.

All tables and chairs in Building 200 are located either in the closet beside the kitchen, or in the upstairs closets.

Please take note of the arrangement of all furniture and walls prior to event setup.

Please do not use Summit's stock of food, coffee, tea, paper products, etc.

Alcohol products are prohibited from use on Church campus.

Playground may not be used.

Before After

1. Are all tables & chairs clean before storing?
2. Are all tables, chairs, & walls arranged as they were prior to the event?
3. Are the bathrooms clean & toilets flushed?
4. Have the floors been vacuumed?
5. Are all thermostats reset to their programmed temperatures?
6. All food removed & trash taken to dumpster?
7. Is everyone out of the building, doors locked, lights out, and alarm set?

Contact

Monday - Thursday 8:30 am to 4:30 pm: 770-466-6133 (Church Office)



Kitchen Clean-Up Checklist

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	BEFORE	AFTER	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Appliances: are clean (refrigerators, ranges, ovens)
2.	<input type="checkbox"/>	<input type="checkbox"/>	Sinks: are clean
3.	<input type="checkbox"/>	<input type="checkbox"/>	Floor: swept, mopped if necessary
4.	<input type="checkbox"/>	<input type="checkbox"/>	Tables: are clean (no crumbs, food, not sticky, etc.)
5.	<input type="checkbox"/>	<input type="checkbox"/>	Steam table: has been cleaned, wiped down, drained, and turned OFF. Steam pans should be put up.
6.	<input type="checkbox"/>	<input type="checkbox"/>	Food: no prepared food should be left in the kitchen
7.	<input type="checkbox"/>	<input type="checkbox"/>	Garbage: please throw all garbage away in dumpster and place clean bags in all garbage cans.
8.	<input type="checkbox"/>	<input type="checkbox"/>	Turn Off: all appliances and lights: ovens, hood vents, steam table, coffee makers, dishwasher, etc.
9.	<input type="checkbox"/>	<input type="checkbox"/>	PLEASE make sure coffee/tea makers are CLEAN and ready to be used

Contact

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