

Middletown Baptist Church

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Building & Vehicle Use Form

Please fill out this form for ANY church activity (either at or away from the church). **Return this form to the church office a minimum of two weeks before your activity.** You will be notified if there are any problems concerning your request. If you will need a church or vehicle key, please make arrangements with the office to check that out several days before the activity. **Your signature below acknowledges that you are aware and agree to follow the Building/Vehicle Use Policy attached to this form.**

Date(s) of Activity: _____

Type of Activity: _____

- | | | |
|---|---|--|
| <input type="checkbox"/> Wedding | <input type="checkbox"/> Funeral | <input type="checkbox"/> Baby Shower |
| <input type="checkbox"/> Wedding Shower | <input type="checkbox"/> Master Club | <input type="checkbox"/> Sunday School |
| <input type="checkbox"/> Youth Group | <input type="checkbox"/> College & Career | <input type="checkbox"/> Other |

Approved By:	
<input type="checkbox"/>	Pastor Lasko
<input type="checkbox"/>	Pastor Spicer

Name of Group: _____

Person in Charge: _____

Home Phone: _____ Work Phone: _____

Time of Activity: _____ [a.m./p.m.] until _____ [a.m./p.m.]

Place of Activity: _____

AREAS NEEDED: *Please check ALL areas needed during the activity.*

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Fellowship Hall (Upstairs Old Bldg.) |
| <input type="checkbox"/> Nursery | <input type="checkbox"/> Individual Classroom # | <input type="checkbox"/> Other: _____ |

EQUIPMENT NEEDED: *Please check ALL items and quantities needed for each item.*

- | | | |
|---|---|---|
| <input type="checkbox"/> Van | <input type="checkbox"/> Bus | <input type="checkbox"/> Sound/Audio Visual |
| <input type="checkbox"/> Chairs: Adult: _____ Children: _____ | <input type="checkbox"/> Tables: 6 ft: _____ Round: _____ | <input type="checkbox"/> Other: _____ |

PERSONNEL NEEDED: *Please check ALL personnel needed during the activity.*

- | | | |
|-----------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Pianist | <input type="checkbox"/> Sound Room | <input type="checkbox"/> Van Driver |
| <input type="checkbox"/> Organist | <input type="checkbox"/> Custodian | <input type="checkbox"/> Bus Driver |

Signature: _____ Date: _____

Please review the reverse of this form with one of the secretaries in the church office. A copy of the form will be made for your records afterwards.

Building/Vehicle Use Policy

Middletown Baptist Church is happy to provide its building and vehicles **for use of church-sponsored activities**. This includes Sunday School, Master Club, youth or children's activities, church-sponsored baby showers, church-sponsored wedding showers, etc. We will on occasion, allow use of certain areas for graduations, anniversaries, etc.

It becomes the responsibility of anyone using the church buildings to remember that the best care be given. Please use only the areas that are marked on your Activity Request Form. When you are finished with your activity, the area that you have used must be put back in its proper order and ready for the next day's use. **The person listed as "in charge" on the Activity Request sheet, will be responsible for the set-up and cleaning of the areas affected by the activity.** [Our church maintenance or custodial staff can handle this for a minimal charge of \$50.00. If interested in hiring them, please see Pastor.] **Please observe the following cleaning instructions, as needed:** *(Cleaning supplies and equipment are kept in the closet at the end of the downstairs hallway.)*

General Cleaning:

1. Vacuum the carpet. Do not vacuum over wet carpet or try to vacuum wet items. Please vacuum all areas used including the hallway.
2. **Please return all chairs and tables to their appropriate areas.** *They should be clean and setup ready for use. There is a setup chart in the downstairs' Sunday School office for Sunday setup.*
3. Place all trash in the outside trashcans and replace liners. Liners are in the cleaning closet or under the kitchen sink.
4. Wipe down all the counters in the kitchen and make sure all spills are cleaned from the floor.
5. Do not leave items in the refrigerator from your activity. The refrigerator will be cleaned regularly and items left in the refrigerator will be disposed of. Do not leave perishable goods in the kitchen on the counters or the floors.

You are responsible to obtain someone to open and close the building for you on the date of your activity. A key can also be checked out from the church office during regular office hours.

Conduct: Those in attendance to the activity must not go into areas of the building not reserved for your activity. **No alcoholic beverages or tobacco products may be used on church property.** Please maintain conduct that is pleasing to the Lord.

Decorating: Please do not hang anything from the walls, ceiling, light fixtures, or pews **without first checking with the church office for permission.** Please do not move furniture or equipment from one room to the next without first getting permission.

Food Policy: **No food or drink is allowed in the upstairs foyer or auditorium.**

Vehicle Use: If you are requesting the church vehicles, your driver's license must be on file with our insurance company, before use and your completed certificate from Guide One on van driving. You must have a CDL license to operate the church bus. If you are using the van, everyone must use their seat belt. No one under the age of four can ride in the van or bus. Please make sure that windows are closed on the vehicles and all trash is picked up off the floors and seats.

Please return the key to the church office as soon as possible following the activity.