

## **Christ Church of Dubuque**

### **Partner Facility Use Overview and Policy, Application & Cleaning Checklist.**

Christ Church of Dubuque has beautiful facilities that we are eager to use as a blessing to our partners and their families at no additional cost to them. Our facilities can be used for weddings, family events, and community gatherings that you are directly involved in and are willing to take responsibility for.

#### **Procedure:**

1. Please review this document to learn more about our facility and usage policy.
2. Check if your date/time is available on the church calendar.
3. Please print and fill out the application on page two and give to the facility liaison /calendar coordinator (Suzanne S.) to have your event placed on the calendar as a preliminary reservation. It will be given to the Deacon Board for Final review and approval. Generally they meet the last Tuesday of the month.
4. Bring a printout of the cleaning checklist on page three to your event. Once you have completed the cleaning process: If you have your own church key, you may leave your completed cleaning check list on the entry table; If you do not have your own church key, you may hand in your cleaning check list (to Suzanne S.) after Rob has signed in your key.

#### **Facility Overview and policy:**

- ◇ The sanctuary has 120 upholstered chairs. We have 20 folding chairs that can also be placed in the sanctuary. The windows of the sanctuary open up to the courtyard and more seating, of your own accord, can be placed there.
- ◇ We have eight 5' round tables for banquet-style seating. Up to five of these tables can fit in the Courtyard and up to 6 can fit in the sanctuary area. These tables comfortably seat 6 (upholstered chairs) but up to 8 folding chairs. Ivory colored table linens sized to fit our round tables are available for use, however you will need to have them dry-cleaned (typically \$10each).
- ◇ We have 3-4 rectangular folding tables for serving or creating a "head table" upon either stage. We also have some kiddie tables and chairs too.
- ◇ The Living Water area seats a total of 28 (16 around 4 tall tables and 12 at the bar).
- ◇ Our modestly equipped kitchen area includes a refrigerator, sink, and coffee maker and a stove in the back room behind the sanctuary. You can use any serving utensils within the kitchen, simply wash them and return them to their storage locations. You are also welcome to use outside catering for your event.
- ◇ You must provide your own paper products in serving food (plates, cups, flatware, napkins, bowls, etc.).
- ◇ Because of the complexity of the event, use of our facilities for a wedding requires a consultation with our facility liaison (Suzanne S.).
- ◇ Alcoholic beverages may not be consumed within the facility.
- ◇ At the end of the usage period, the facility needs to be returned and cleaned to a pre-usage condition. This includes: cleaned kitchen area, trash bins emptied and taken out to the dumpsters (located outside at the rear of the Fountain Park property), vacuum/sweep floors, and all personal property removed.

**Please see cleaning check list on page 3.**

**Christ Church of Dubuque  
Facility Use Application**

(Print, fill out, and give this form to Suzanne to put your event on the calendar.)  
(She will pass this form along to the Deacon Board for approval.)

Name of Partner: \_\_\_\_\_

Type of Use:

Wedding                       Community Event  
 Family Event                       Other (please describe) \_\_\_\_\_  
\_\_\_\_\_

Date of your event: \_\_\_\_\_

Start time of your event: \_\_\_\_\_ (Include reasonable set-up time)

End time of your event: \_\_\_\_\_ (Include reasonable clean-up time)

Do you already have a church key?

Yes  
 No, Please see the Maintenance Coordinator (Rob P.) for a temporary key.

What rooms will you be using?

Main Bathrooms                       Living Waters/ Kitchenette  
 Court Yard                       Sanctuary  
 Front Classroom                       Back Classroom  
 Nursery                       Front Loft

Note: for security reasons the passage to Pastor's office, upper restrooms and decoration storage should be locked during the duration of your event.

Do you need a lesson on turning on/off lights and heat/air/fans?

Yes  
 No

Will you need use the sound system, microphones, piano, ect. for your event?

Yes, see next question.  
 No

Do you need a lesson on the sound system and/or someone to run it for you?

Yes, Please see the Sound/Music Coordinator (Bryan S.) for a lesson.  
 No

Do you want to use any of the church's decorations?

Yes, Please see the Decorating Coordinator (Kendell S.) for information.  
 No

## Church Cleaning Checklist:

(Print this check list and bring it to your event for yourself to use.)

Brooms, vacuum, and other cleaning supplies are located in the storage room behind the back classroom at the rear of the sanctuary.

### Main Bathrooms:

- \_\_\_\_\_ Sweep
- \_\_\_\_\_ Wipe down sinks and any other messes.

### Living Waters/ Kitchenette:

- \_\_\_\_\_ Sweep
- \_\_\_\_\_ Wash, dry and put away any dishes or utensils you have used.
- \_\_\_\_\_ Wipe down sinks, counters and any other messes.
- \_\_\_\_\_ Check refrigerator for any of your food items.
- \_\_\_\_\_ If you used the stove, please wipe it down and make sure it is turned off.

### Court Yard, Sanctuary, Front Classroom, Front Loft and other non-carpeted areas:

- \_\_\_\_\_ Sweep
- \_\_\_\_\_ Wipe down any other messes.
- \_\_\_\_\_ Return any chairs, tables or equipment to their "Sunday locations" or storage locations. Any borrowed decorations can be left on the stoop by the nursery, for the decoration coordinator to put away at a later time.

### Back Classroom, Nursery, Sanctuary Stage, main hall and other carpeted areas:

- \_\_\_\_\_ Vacuum
- \_\_\_\_\_ Wipe down any other messes.
- \_\_\_\_\_ Return any chairs, tables or equipment to their "Sunday locations" or storage locations. Any borrowed decorations can be left on the stoop by the nursery, for the decoration coordinator to put away at a later time.

### Final Check Out:

- \_\_\_\_\_ Report any needed repairs to the Maintenance Coordinator (Rob P.)
- \_\_\_\_\_ Walk through the church looking for any belongings and collect any trash in bins.
- \_\_\_\_\_ Take collected trash out to the dumpsters (at the rear of Fountain Park property.)
- \_\_\_\_\_ Turn off sound system, piano etc.
- \_\_\_\_\_ Return thermostats to the temperature that it was when you arrived.
- \_\_\_\_\_ Turn off ceiling fans in both sanctuary and court yard.
- \_\_\_\_\_ Turn off all lights including the bathrooms and front entry.
- \_\_\_\_\_ If you have your own key, leave this check list on the front entry table and lock the door on your way out.
- \_\_\_\_\_ If you borrowed a key, lock the door as you leave and at a later time return your key to the maintenance coordinator (Rob P.) to have the key signed back in.

Church Key was returned \_\_\_\_\_  
(maintenance coordinator signature)

Leave this check list with Rob P. or give directly to Suzanne S. to be filed.