

RVCC Property Use Request Form

27 Main Street, PO Box 285 Raymond, Maine | 207-655-7749 | Email: office@rvccme.or

Contact Information for Requestor

Contact Name _____ Representing _____

Tel: _____ Email _____

Mailing Address _____

Specific Information Regarding this Request

Requested Use _____

Requested Date of Use _____ Time of Use _____

Frequency of Use _____ One Day _____ Multi Day _____ Reoccurring Event _____

Expected Number of Attendees _____

Location Requested: _____ Class Room _____ Vestry (Church Function Hall) _____ Kitchen _____ Other

Specify Other _____

Rules regarding Building Use

Use of the facility is subject to, but not limited to the following:

- No alcoholic beverages, smoking or illegal drugs are allowed on church property.
- Any change to the physical set up of the building shall be returned to the original position by the requestor.
- Any trash including decorations is to be placed in trash bags and then taken to the white shed (trash bin) opposite the church parking lot.
- Floors should be swept and washed if needed.
- *See fee schedule on (page two) if RVCC needs to set up or require additional clean up
- All windows must be shut and all lights turned off before leaving the building.
- The door must be shut and locked when leaving. Please verify by pulling on the door.
- **SPECIFIC RULES REGARDING THE KITCHEN AND VESTRY USE ARE ON THE REVERSE SIDE.**
- The Raymond Village Community Church is not responsible for any equipment, supplies, materials or other items brought to the church by and group or individual attending a function
- All checks are made payable to Raymond Village Community Church.

To confirm you request, this form must be signed and returned with full payment of fees which are non-refundable unless consent is given by the trustee, moderator or church council.

Building Use Fees

\$25.00 per hour, an additional **\$50.00** if the kitchen is also used.

Set up & take down are the responsibility of the individual or group using the space.

\$80.00 Custodial fee if we set up and take down, or if any follow up cleaning is needed.

Long term or recurring use fees may be discussed with Trustee and Council approval.

Requestor Signature & Date	Church Signature & Date
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Kitchen Specific Rules

- All counters must be cleaned and wiped.
- Nothing is to be left in the refrigerator without prior notification.
- All sinks have been cleaned.
- No dishes or containers are left on the counter.
- Any church items used must be cleaned and return to proper storage location.
- Any dish clothes or towels used are left by the sink to dry.
- Floor has been swept and washed if needed.

Vestry Specific Rules

When your group leaves, the Vestry should be set up as follows:

- One long table centered under windows overlooking patio.
- 5-6 blue cushioned chairs on either side of long table under windows
- Mug rack to the right of the corridor by the bathrooms
- Heavy square table under Mission bulletin board
- Heavy square table by railing near exterior door
- Four portable square tables arranged around Vestry with four blue cushioned chairs at each table.
- If possible, store extra chairs in closet near stairway

Disinfecting Instructions- COVID

- Use the 6+% bleach solution to spray anything that was touches/used. Spray, then let air dry. Thank you!
- Please pay particular attention to:

Bathroom	Vestry	Other
Toilet flush handle	Pen used to sign in	Outer door knob
Sink handles/faucet	Light switches	Light switches
Door knob	Door knobs	Chairs and tables used
Light switch	Chairs and tables used	If Kitchen, Sanitize areas used
Spray air with Lysol as you leave		

Property Use Payment

Date of Payment _____ **Amount of Payment** \$ _____

Payment Type Cash or Check # _____

Person Accepting Payment _____

Requestor Signature & Date	Church Signature & Date
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