

Oakland Baptist Church  
PO Box 99; 2956 Oakland Church Road  
Gum Spring, Virginia 23065  
(804) 556-3550

Deacon \_\_\_\_\_

Custodial Service Requested?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**EVENT RESERVATION FORM**

TYPE OF EVENT: \_\_\_\_\_

Date & Time of Event: \_\_\_\_\_

Name of Person Making Reservation: \_\_\_\_\_

Member  Nonmember

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work or Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Time Needed in Church Prior to Event: \_\_\_\_\_

Rooms Needed:  Sanctuary  Fellowship Hall  Classroom

What decorations are planned?  Candelabra  Windows  Pews  Unity Candle

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**Please Complete for Weddings:**

Date & Time of Rehearsal: \_\_\_\_\_

Name of Bride: \_\_\_\_\_

Address, if different from above: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Address, if different from above: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

How many persons are expected to attend the wedding? \_\_\_\_\_

How many persons in the wedding party? \_\_\_\_\_

Name and phone # of presiding minister: \_\_\_\_\_

Name and phone # of organist: \_\_\_\_\_

Name of Florist: \_\_\_\_\_

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*If permission is granted for the use of the facilities as requested, I agree to abide by the Oakland Baptist Church Use Policy & Cleaning Policy. I further agree to pay the appropriate fees in advance of my event and to pay for any and all damages exceeding the \$100.00 security deposit.*

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Oakland Baptist Church  
CHURCH CLEANING POLICY

ITEMS MARKED WITH A \* MUST BE DONE REGARDLESS  
OF WHETHER CUSTODIAL SERVICE IS REQUESTED

- \* 1. Clean up the kitchen and leave it as you found it. Wash and put away all dishes and utensils used
- 2. Clean up floor in the fellowship hall and kitchen, mopping up any spills (mops are located in each kitchen).
- \* 3. Put back tables and chairs in the original position that you found them.
- \* 4. Remove all trash from the premises. The church cleaning crew is not responsible for removal of the trash from your event.
- 5. Vacuum all areas used, including the Sanctuary, Sunday School classrooms, the pastor's study and all hallways used during your event.
- 6. Clean all bathrooms used during your event - toilets, sinks and floors. Make sure there are paper towels and toilet tissue are replaced if depleted during your event.
- \* 7. Check Sanctuary and all areas used to make sure they are in order (i.e. clean under pews, check hymnals, etc.) .

*I agree to abide by the Oakland Baptist Church Cleaning Policy. If I choose to pay a custodial fee, I agree to complete those duties denoted in this policy with an "\*" .*

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date