

FACILITY FORMS/CONTACTS AND HOUSEKEEPING ITEMS

CHURCH ACTIVITIES/ ROOM AND VEHICLE REQUEST

Master Calendar (year-long programs)
Facilities/Activities Room Request Form

fcbc.la/mastercalendar (online form)
fcbc.org/church-forms (pdf form)

MAINTENANCE REQUEST

Maintenance Request Online Form
Maintenance Request by email (okay to attach photos)

fcbc.org Click RESOURCES -> MAINTENANCE REQUEST
maintenance@fcbc.org (email)

SECURITY GUARD SERVICE

Security Guard Request Form

fcbc.org/church-forms (pdf form)

- Submit request 2 weeks in advance
- Minimum 4 hours service required
- \$25/ hour per guard (current rate) - charged to your ministry
- Email form to activities@fcbc.org

If you cancel, change date or move your event off-site, cancel the guard request within one week.

HOUSEKEEPING

- Clean up the room
- Put away chairs/tables
- Wipe tables with disinfectant
- Turn off lights and AC, especially if you're the last group to use that room
- Flatten cardboard boxes and place in recycle bins
- Take out the trash*

*Large gatherings and/or use the MPB, MPR, or Praise Center

KITCHEN USE

Disposable supplies (cups, plates, plastic utensils, napkins)

- Take only what you need
- Return unused and clean items
- Return dispensers back to the storage shelves
- Do not add or donate your items to church-supplies items

Food Storage

- Label your belongings (name of event, ministry and date)
- Short-term food storage in the refrigerator/freezer (do not stock up)
- Take home or give away your leftovers
- Do not donate or leave supplies and food items for other people to use

Food Safety

1. Clean: Wash Hands, Utensils, and Surfaces Often
2. Separate: Don't Cross Contaminate
3. Cook to the Right Temperature
4. Chill: Refrigerate and Freeze Food Properly