

San Jose Christian Alliance Church Deck Reservation Form

Name: _____ Event (Details): _____

Phone: _____ Date: _____

Email: _____ Time: _____

Congregation: _____ Estimated Headcount: _____

- San Jose Christian Alliance Church reserves the right to approve/reject any request to use the deck and its equipment if a group does not comply with the instructions described below.
- Reservations are at a first come first serve basis, unless there is a conflict with church schedule.
- The member making a reservation for the deck is responsible for the entire duration that it is being used.
- Church office staff must approve reservation.
- The capacity on the deck is not to exceed 100 people.

I understand that by reserving the deck for use for church events and ministry, I agree with the following:

- _____ *I understand the guidelines on page 2.*
- _____ *I assume full responsibility for any missing or broken equipment or item.*
- _____ *I will go over the **Deck Reservation Checklist** at the end of the event.*

Deck Reservation Checklist

Trash Bins: emptied and thrown into dumpster, replaced with new trash bags

- _____ **Cooking Utensils:** washed and rinsed clean, returned to storage bins
- _____ **RNH Top:** rinsed and dried with cloth
- _____ **Grill:** turned RII cleaned and covered
- _____ **Picnic Tables:** wiped down and clean off all food particles
- _____ **Garbage Disposal:** turned 2))
- _____ **Trash Bins:** emptied and thrown into dumpster, replaced with new trash bags
- _____ **Cleaning Supplies:** returned to bins under the sink area
- _____ **Storage Gates:** combination locked and secured

_____ *I will leave the deck and all its equipment in the same condition as before.*

1) Clean-up

Clean-up the deck of all debris and food. Wipe down the counter. Hose down drink-spills, etc.

2) Clearing Garbage

*All trash cans **MUST** be emptied to garbage-bin (in parking lot) to avoid dogs and rats messing up the area.*

3) Kitchen

Do not assume that stuff left in the kitchen will neatly disappear. Do not leave half-used charcoals, condiments, food, etc. in the kitchen or refrigerator. Take them home or throw them away!

Signature of Requestor

Church Staff (Approval)

Guidelines for Deck Usage

These are rules for the proper use of the church deck area and its equipment.

1. Storage Gates: Unlock combination lock with code (Obtain the code from church office. Do not give this number out to others.)
2. Storage Bins:
 - a. Beneath the counter with assigned items and locations.
 - b. Do not remove from their positions.
 - c. Return proper items in their assigned bins.
3. Cooking Items: utensils, trays, cooking items
 - a. Must be washed and dried and returned to their respective bins.
4. Countertop:
 - a. Rinse with water hose and wipe dry with cloth after end of each use.
 - b. If there is a spill, immediately blot dry with a cloth to remove liquid and prevent staining.
5. Grill:
 - a. Prior to using the grill, it is your responsibility to know how to operate it.
 - b. Grilling utensils are stored in bins under the counter.
 - c. Utensils have to be properly washed and cleaned before returning to bins.
6. Electrical Outlets:
 - a. Outlets are located along underside of counter top, above the gated storage space.
 - b. Open outlet cover by lifting up on the notch on the left side.
7. Picnic Tables: 6 round tables, seats 6 comfortably/table
 - a. Must be wiped down with cloth after each use, as to remove any food particles.
8. Umbrellas: 6 umbrellas
 - a. To tilt umbrella for optimal coverage, crank the handle to raise it fully, then it will tilt.
9. Arbor:
 - a. Do not nail or staple anything on the arbor posts.
 - b. Do not decorate arbor in any way that will damage wood.
10. Water Spouts:
 - a. There are 2 water spouts on the deck: one behind the sink and one in far left of the deck, next to C building.
 - b. Turn off water when not in use.
11. Garbage Disposal:
 - a. To turn on garbage disposal unit, flip the switch to the "ON" position (up).
 - b. Must turn "OFF" when done using.
12. Cleaning Supplies:
 - a. Located in storage bins beneath sink area.
13. Trash Bins: 3
 - a. One trash bin is located under the cut out hole in the counter top next to the sink. Other two are on wheeled dolly for larger trash.
 - b. All trash must be emptied after use. Replace with fresh trash bags.
14. Fire Extinguishers: 2
 - a. In case of emergency, use the mounted fire extinguishers per instructions.