



BOCC Ministry Room Rental Request Policy and Procedure

- Complete a BOCC Ministry Room Rental Request Form 2 weeks prior to your event.
- **The completed form must be returned** to Rod Lowe, via e-mail (rlowe@boccdreamcenter.com).
- Regardless of availability, an e-mail will be sent to the requesting party.
- **Ministry Leader or Room requestor must check in and out with manager on duty and are responsible for returning room to its original set up. (see attached checklist)**

Ministry Leader

Rod Lowe- Executive Director

Date

Date



**BOCC MINISTRY
ROOM RENTAL REQUEST FORM**

TODAY'S DATE: _____ **TIME SUBMITTED:** _____

EVENT NAME: _____

EVENT DATE: _____ **EVENT TIME:** _____

ROOM(S) REQUESTED:

| PRIMETIME SPORTS LOUNGE | DINNER THEATRE | CARRIE'S SWEET SHOP (KITCHEN) | REGENERATION SALON & SPA | BOCC ARENA GYMNASIUM | ACTIVITY ROOM |
|--|---------------------------|--|---|-------------------------------------|--------------------------|
| | | | | | |

of PEOPLE: _____ **FOOD/BEVERAGE: YES:** _____ **NO:** _____

Dream Center Catering: _____ **Outside Catering:** _____
Outside Catering is Permitted for Licensed Caterers Only & is Subject to Additional Cost

CONTACT INFORMATION

MINISTRY LEADER NAME: _____

PHONE: _____ **E-Mail:** _____

SET-UP PERSON: _____

CLEAN-UP PERSON: _____

CONTACT ROD LOWE @ RLOWE@BOCCDREAMCENTER.COM WITH QUESTIONS OR CONCERNS REGARDING ROOM RENTAL



BOCC MINISTRY
Cleaning Checklist

EVENT NAME: _____

EVENT DATE: _____ **EVENT TIME:** _____

ROOM MEETING HELD:

| PRIMETIME SPORTS LOUNGE | DINNER THEATRE | CARRIE'S SWEET SHOP (KITCHEN) | REGENERATION SALON & SPA | BOCC ARENA GYMNASIUM | ACTIVITY ROOM |
|--|---------------------------|--|---|-------------------------------------|--------------------------|
| | | | | | |

| Task | Done |
|---|-------------|
| Trash | |
| Picked-up | |
| If the bag is full: pulled & placed in blue bin | |
| Replaced w/ new bag | |
| Tables / Chairs | |
| Wiped off | |
| Extra tables and chairs put away | |
| Floor(s) | |
| Swept | |
| Mopped | |
| Vacuumed | |
| Tablecloths returned to Management | |

CONTACT PERSON _____

MANAGER _____