



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 the front desk or via e-mail to contact@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

Approving Manager

Date

Date



ROOM RENTAL REQUEST FORM

Thank you for your interest in having your upcoming event at the Dream Center. Please complete the following information and we will be happy to check your date and get back to you with the appropriate next steps.

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

EVENT NAME: _____

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

ROOM(S) REQUESTED:

PRIMETIME SPORTS LOUNGE	DINNER THEATRE	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

NAME: _____

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

DC STAFF TO COMPLETE

RECEIVED BY: _____ **DEPOSIT RECVD:** _____

**CONTACT THE FRONT DESK WITH QUESTIONS OR CONCERNS REGARDING ROOM RENTAL
919-872-1931 OR VIA EMAIL CONTACT@BOCCDREAMCENTER.COM**



BOCC MINISTRY

Cleaning Checklist

EVENT NAME: _____

EVENT DATE: _____ EVENT TIME: _____

ROOM MEETING HELD:

PRIMETIME SPORTS LOUNGE	DINNER THEATRE	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 _____

ON-SITE MANAGER _____