



Church Building Use Request Form

EVENT INFORMATION

Event/Ministry Name:

Event Date:

Hours of Usage (including set-up and clean-up):

From: _____ To: _____

Hours of Event:

From: _____ To: _____

Contact Person/Keyholder for Event:

(must be onsite for clean-up and security)

Contact Phone number:

Email address:

Is this a recurring event? ☐ No ☐ Yes

Please list the recurring dates for the calendar year or special notes, including is set-up is planned for a different day than the event:

* Requests must be renewed annually.

ROOM(S) REQUESTED

	104	Conference Room
	106	5 th /6 th Grade Classroom
	107	Jr. High Classroom
	113	Fellowship Hall
	115	Fellowship Hall Kitchen
	125	Family Life Center
	131	Family Life Center Kitchen
	200/202	Happy Gleaners Classroom
	201	Koinonia Classroom
	203	The Journey Classroom
	205	Ambassadors Classroom
		Nursery/Toddler Room
		Youth Chapel
		Sanctuary

CONFIRMATION

I acknowledge the receipt of the EUMC Building Use policy. I have read and accept the terms and conditions stipulated in this document. I also agree that if children are in attendance at this event that supervision will be provided for the children within the guidelines of the EUMC Child Protection Policy.

Signature of Applicant

Date

Receipt of completed Building Use Request form does not guarantee use of the facility. All requests must be reviewed and confirmed by the Operations Director.

SET-UP and TEAR DOWN

You are responsible for your own set-up and tear down. Your space will be available one hour prior to the event unless other arrangements are made with the Operations Director.

EVENT SUPPLIES

All supplies, such as coffee, tea, paper, and plastic goods are to be provided by those responsible for the event unless it is a non-fundraiser ministry event. Durable kitchen items such as beverage service, pitchers, cookware and dishes are available for use with request.

AUDIO VISUAL NEEDS

A/V equipment may only be operated by trained team members. A/V operator requests must be made 3 weeks prior to your event. There may be a fee and it is possible that A/V will not be available for your event. See the Audio Visual Policy.

CLEAN UP REQUIREMENTS

You are responsible for the following housekeeping:

- ✓ Trash removed to dumpster
- ✓ Stove, coffee pots, cookers, other electric equipment turned OFF
- ✓ ALL furniture and equipment returned to original position.
- ✓ Dispose of decorations
- ✓ Restrooms are picked up
- ✓ Area vacuumed and mopped
- ✓ Lights turned OFF.
- ✓ Building Locked and Secured