



# 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 <sup>th</sup> /6 <sup>th</sup> 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