



# **EBC CHURCH USE REQUEST FORM**

Person Requesting Facilities: \_\_\_\_\_ Date: \_\_\_\_\_

Person Supervising Activities: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Church:

Member  Regular Attendee  Other: \_\_\_\_\_

Purpose for Use of Facility: \_\_\_\_\_

Attendance Expected: \_\_\_\_\_ Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

**Room(s) Requested:**

- Sanctuary
- Kitchen
- Fellowship Hall
- Junior High - Room 100:
- Young Adult EBF - Room 101:
- Foundations EBF - Room 103:
- Joy EBF - Room 106:
- High School Class Room 108:

**Request Use Of:**

- TV/VCR/DVD Unit
- Sound System
- Powerpoint
- Projectors
- Over Head
- DVD  CD

*(mark if using a DVD/CD or would like your event recorded)*

*I have read the attached policy and agree to abide by the guidelines contained within it. I agree to make arrangements (through office staff) with the appropriate persons in regard to the use and maintenance of the facilities. I understand that I, or my coordinator, are responsible for lockup, damages to the facilities, and equipment damage or loss. I also understand that all fees (listed on page 3) must be paid to Emmanuel Bible Church on or before the date the facilities are used.*

\_\_\_\_\_  
Signature of person making request

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date

**Payments to be made:** *(Church Use Only)*

Gratuities/Fees:  Sanctuary  Sound technician  Church Use Coordinator  Janitor

Date Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_  Cash

No Payment due

*Pastor/Officiating fee is separate from this form & should be handled directly with the pastor*

# General Church Facilities Use Policies

## Emmanuel Bible Church

### ***Reserving Facilities:***

Church members and attendees have priority status in reserving church facilities up to six months before an event is to occur. The non-regular attendee (as determined by church staff) can get on waiting list before that time but must wait for confirmation of his/her use of the facility six months before using it.

### ***Eligibility Categories for Church Use:***

- Members and regular attendees and their children – These may use the church facilities for large function events at no cost other than gratuities (\$75 each) for sound technician, church use coordinator, and janitor.
- Families of the church may use the facilities for small function, birthday parties, etc. at no fee or gratuity. They must make application and designate an event coordinator to be approved by the EBC Office Manager.
- People with no connection to the church – May use the church sanctuary only, at current rate of \$300 plus gratuities (\$100 for Coordinator, \$75 for sound technician and janitor). The user party must have a church-approved Event Coordinator.

### ***Wedding Policy:***

Those who are not regular attendees as determined by the staff can only book weddings within six months of the event. The fee for these weddings will be \$1050.

### ***Procedures:***

- *Facilities Use Approval:* The Executive Pastor is authorized to approve or disapprove all requests for use of church facilities in compliance with all applicable policies and to approve any forms required to do so.
- *Church Use Forms:* Parties wishing to use facilities are to contact the church office manager for a Church Use Request Form. If there is no conflict in dates and approval is given for the facility use, the form will be returned to the Event Coordinator.
- *Kitchen Use:*
  1. *Food Handler's License:* Any group events requiring kitchen use shall have at least one person with a Food Handler's License present.
  2. *Kitchen Use Report:* Fill out a Kitchen Use Report, located in the kitchen, and return it to the Culinary Coordinator Slot.

