



## EVENT INFORMATION

Event/Ministry Name:

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Event Date:

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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)

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Contact Phone number:

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Email address:

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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:

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\* Requests must be renewed annually.

## ROOM(S) REQUESTED

	C6	Conference Room
	C8	Classroom
	C10	Classroom
	D	Fellowship Hall
	D7	Fellowship Hall Kitchen
	FLC	Family Life Center
	F6	Family Life Center Kitchen
	B9/B11	Classroom
	B6	Classroom
	B4	Classroom
	B2	Classroom
	A3	Nursery Room
	A14	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
- ✓ Dispose of decorations
- ✓ Restrooms are picked up
- ✓ Area vacuumed and mopped
- ✓ Lights turned OFF.
- ✓ Building Locked and Secured
- ✓ Removal of all food from refrigerator/ freezer.
- ✓ All furniture and equipment returned to original position.