

Emmanuel Episcopal Church Building Use Request Form & Rental Agreement

Please fill out all information completely.

Date(s) of Use: _____

Time of Use: From _____ am/pm Until _____ am/pm
(please include any time needed for set-up and/or clean-up)

Event: _____

Description of Activities: _____

Room/Space Preferred: Sanctuary Chapel Undercroft Choir Room Basement Kitchen
 Meeting Room/Classroom Lottie Petersen Room Upstairs Kitchen
 Conference Room

(Please check all that apply)

Requesting Use of Equipment (eg.: tables, chairs, dishes, sound equipment, etc.)? Please list equipment requested: _____

Sponsoring Organization/Person: _____

Contact Person: _____

Day Phone: _____ Evening Phone: _____

Standing Request? Yes No

Please see reverse side...

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Special Requests for Use: _____

The Emmanuel Episcopal Church building is intended for the uses of its members whose needs must have priority over other organizations. In the unlikely event that it becomes necessary to cancel or to designate a room/space other than the room(s) scheduled, you will be notified as soon as the need arises. In accepting this agreement, the organization using the EEC facilities agrees to pay any required fee(s), abide by the building use rules attached and assumes all risks and liability of using these facilities and agrees to hold EEC harmless from any liability, now or in the future, in connection with its use of these facilities. In the event EEC property is damaged, or a loss is incurred through the use of these facilities, the organization agrees to compensate EEC for any such loss or damage.

Accepted by: _____
Organization: _____
Title: _____
Date: _____

For Office Use Only:

Approved: Yes _____ Calendared _____
 No (by: _____ ; reason: _____ ; notified contact: _____)

Approved by EEC Authorized Representative: _____
Title: _____