



## Facilities Use Request/Event Notification

*Please use this form to reserve any room or vehicle at EUMC. Facilities Use Request forms should be turned in at least two weeks prior to the date requested.*

Today's Date: \_\_\_\_\_

Ministry Area/Dept: \_\_\_\_\_

Event Title: \_\_\_\_\_

Date of Event/Date Range: \_\_\_\_\_

Actual Time of Event From: \_\_\_\_\_ To: \_\_\_\_\_

Set up/Clean up time for Event From: \_\_\_\_\_ To: \_\_\_\_\_

What time would you like the doors to open/close: From: \_\_\_\_\_ To: \_\_\_\_\_

Room requested: \_\_\_\_\_ Number of people expected: \_\_\_\_\_

Brief Description of the event for the calendar on the website:

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Event Leader/Coordinator Name: \_\_\_\_\_

Event Leader/Coordinator Phone: \_\_\_\_\_

Event Leader/Coordinator Email \_\_\_\_\_

If your event requires Kids Care or Multimedia Support please fill out the appropriate form. All forms are online at [ebenezerumc.org/registrations](http://ebenezerumc.org/registrations) or in the church office.

Completion of this form DOES NOT guarantee you a room for your event. You will receive an email confirming your request. All facility reservations are subject to cancellation should an unexpected Church-related event require the scheduled facility.

Please email this form to Melinda at [mrunkles@ebenezerumc.org](mailto:mrunkles@ebenezerumc.org) or leave it in Melinda Runkles' box outside the church office.

### Facility Use Covenant

This is a covenant between EUMC and I, \_\_\_\_\_, as the Event Leader/Coordinator for \_\_\_\_\_ (Name of Group) agree to be present during the time that the group uses the facility and I agree to pay for any damages to any property of EUMC property that are incurred because of neglect or abuse.

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### For Office Use Only

\_\_\_\_\_ Date Facilities Request Turned In

\_\_\_\_\_ Date Approved \_\_\_\_\_ Initials

1/5/2011