

Ebenezer Mennonite Church

Facilities Use Request Form – Not requiring Sound Technician or Custodial Staff

Church Function _____ Church Family Function _____ Non-Church Family Function _____

We are glad for the opportunity to serve you; we thank you ahead of time for helping us take care of the facilities which God has entrusted to us.

Guidelines

- The use of the church facilities must be scheduled through the church office with a building use request form.
- Facilities are to be left in the condition in which they were found.
- You are limited to the area you reserve. Please make sure you request all areas you will need.
- Children must be supervised at all times, not left unattended to run throughout the facility. Any adult present in the building, whether part of your activity or not, may help enforce this.
- You are to provide your own materials such as: plates, cups, napkins, table coverings, plastic ware, etc. for any Church Family or Non-Church Family Function.
- We ask that you abstain from smoking, dancing, gambling, and use of alcohol or drugs on the premises.

Responsible Party

- At least one adult must be present for all activities.
- The person signing the building use form will be responsible to assure the facilities are left as found, lights turned off, and doors locked.
- **Custodial and/or Damage Fee:**
 - If extra cleanup or setup is needed, a custodial fee of \$25 per hour will be charged, as well as any fees for damage incurred.

Fees

- Church related activities such as Sunday school parties, youth activities, church committees, fellowship groups, etc. have no fee.
- Church attendees are asked to consider a donation to help defray expenses for personal family activities such as family gathering. Suggested donation per hour of \$20.
- *Schedule of Fees* is available upon request for **Weddings** and **Special Events**.
- Borrowing any church property for outside the building use needs to be requested and scheduled through the church office, such as: roasters, drink coolers, coffee urns, tables, chairs, etc. These items may be used on a first come, first served basis. All items must be reserved and returned clean immediately following the event.
- All round banquet tables are for use in the Crossroads Ministry Center only.

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Personal Information: Name _____

Address _____

City _____ State _____ Zip _____

Phone Numbers Cell: _____ Home: _____

Dates & Times: Today's Date _____ Date(s) Needed _____

Building open from: _____ to _____ Meeting from: _____ to _____

Room Requests:

Sanctuary _____ Crossroads Ministry Center _____

Fellowship Hall _____ Kitchen _____

If kitchen is needed, who is the responsible party? _____

Other Rooms _____

Note: Use of kitchen for a Church Family or Non-church Family Function does not include paper products or food items. Please contact the Kitchen Coordinator for questions regarding the use of the kitchen.

Is this event being catered? _____ If so, by whom? _____

Building Hours are 8:00am-9:00pm. If facilities are needed before or after hours, please contact the office.

Please read the **Facilities Use Policy** to familiarize yourself with our facility care requirements and regarding use of Kitchen for food preparation. (See attached)

Other Requests: Number of tables and chairs needed:

Round _____ 8 ft. Rectangle _____

6 ft. _____ 4 ft. _____ Chairs _____

Note: Set-up of tables and chairs is the responsibility of those requesting the building. The number requested will be made available.

Other building resources needed _____

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LIABILITY RELEASE FORM

On this _____ day of _____, 20 _____, intending to be legally bound hereby, the undersigned agrees and does hereby release from liability and to indemnify and hold harmless Ebenezer Mennonite Church of Bluffton, and any of its employees or agents representing or related to Ebenezer Mennonite Church. This release is for any and all liability for personal injuries (including death) and property losses or damage occasioned by, or in connection with any activity or accommodations for this event. The undersigned further agrees to abide by all rules and regulations promulgated by Ebenezer Mennonite Church.

I have read and understand the information given and agree to abide by these policies.

Signed: _____ Date _____

Office Use:

Facilities Coordinator Approved: _____ Disapproved (Reason): _____

Facilities Coordinator Signature: _____ Date: _____

Extra Fees _____ (Reason for Extra Fees) _____

Copies: ___ Custodian ___ Kitchen Coordinator(s) ___ Facilities Coordinator ___ Trustee Chairman
___ Audio/Visual Coordinator ___ Renter

Date of Origin: February 11, 2010

Name of file: EMC Facilities Use Request Form (Attendee) No Sound Tec or Custodian

Date Revised: 2013