

# Emmanuel Bible Church – Church Use Request Form

## - CHURCH USE REQUEST FORM -

Requesting Date: \_\_\_\_\_

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

Person Supervising Activities (to be present at **all** times; supervising person & member can be same person):

Name: \_\_\_\_\_ Age (if 23 or younger): \_\_\_\_\_ Phone: \_\_\_\_\_

Member Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_  
(if 'person requesting facilities' is a non-member of EBC)

Supervising Assistants/Helpers:

1) Name: \_\_\_\_\_ Age (if 23 or younger): \_\_\_\_\_ M or F

2) Name: \_\_\_\_\_ Age (if 23 or younger): \_\_\_\_\_ M or F

*(If minors are present, the supervisor normally needs to be 23 years of age or older,  
and if it is an EBC approved event, has to have a background check)*

Relationship to Church:  Member  Regular Attendee  Other: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Times of EBC Facility Use (arrival to departure): \_\_\_\_\_

Set Up Date: \_\_\_\_\_ Set Up Times: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Age Group/Gender of Attendance (only if a minor age group): \_\_\_\_\_ M or F

### Room(s) Requested:

Sanctuary

Kitchen

Fellowship Hall

Junior High:

Young Adult EBF:

Foundations EBF:

Joy EBF:

High School Class:

### Sound System Requests/Needs:

DVD (or CD) Player

Projector/Screen

Flat screen TV

### Reserve/Request Use Of:

Round Tables needed (list how many): \_\_\_\_\_

Rectangle Tables needed (list how many): \_\_\_\_\_

Round Tables clothes (list how many): \_\_\_\_\_ List Color: \_\_\_\_\_

Rect. Tables clothes (list how many): \_\_\_\_\_ List Color: \_\_\_\_\_

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I \_\_\_\_\_ (signature of person requesting facilities) 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/compensation amounts for event providers (listed on page 4) must be paid to Emmanuel Bible Church, or other persons as may be noted, on or before the date the facilities are used.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of member sponsor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**(- This portion of the form is for church staff only -)**

**FEES/COMPENSATION AMOUNTS for Event Providers:**

Gratuities/Fees:  Sanctuary: \_\_\_\_\_

Sound technician: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Janitor: \_\_\_\_\_

Powerpoint Operator: \_\_\_\_\_

Video Technician: \_\_\_\_\_

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

No Payment due

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## **General Church Facilities Use Policies/Guidelines:**

Because the facilities and all other assets at EBC are here in the providence of God through the sacrificial offerings of those who gave to provide a place for group worship of the living God who is revealed in the Bible, these facilities have been dedicated to that purpose. Though the facilities are generally not open for public use, as we are able, we make them available to non-members as a witness to our faith.

*(History: CB 15-58)*

The use of facilities and other assets of EBC will not be permitted to persons or groups that promote or advocate beliefs that conflict with the church's faith or moral teachings, as summarized in the EBC Constitution, position statements, and as interpreted from Scripture by the Elders in their sole discretion.

To allow the use of the facilities or assets for purposes that contradict the church's beliefs would be material cooperation with that activity and would be a serious violation of the faith and obedience of the church to the God we worship. It would also confuse or dilute the consistent message of the church to the community. Any attendee or outsider observing a use contrary to the teaching and practice of the church might reasonably perceive that permitting the use of our facilities by those not in agreement with us, signals the church's agreement with beliefs and practices contrary to those held by EBC. With an exception for burial in the Pratum Cemetery, this policy applies to all EBC facilities regardless of whether or not they are connected directly to the sanctuary, because all the facilities are dedicated to the glory of God and to His worship.

*(History: CB 15-58)*

Any non-member attendee, outside individual, or group requesting use of EBC facilities must have a member of EBC to sponsor them.

*(History: CB 15-58)*

All persons or groups requesting to use EBC facilities must affirm that their planned usage of the facilities is consistent with EBC's faith and practice.

*(History: CB 15-58)*

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## **Reserving Facilities:**

Church members and attendees have priority status in reserving church facilities up to six months before an event is to occur. A non-member who is sponsored by a member and is planning a wedding can get on a waiting list before that time but must wait for confirmation of his/her use of the facility six months before using it. Churches and other unaffiliated outside groups cannot reserve more than four months in advance. All reservations must be made through the church office.

*(History: Women’s Ministries Minutes of 1-06-06; Also May 8th Church Board Mtg.; CB 12-37)*

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

- Members and regular attendees and their children – These may use the church facilities for the cost of \$250 (possible other applicable gratuities) which will be used to pay for sound technician, church use coordinator and janitor.

*(History: CB 12-37)*

- Families of the church may use the church facilities for small function, birthday parties, etc. at no fee or gratuity. The user must make application and designate an event coordinator to be approved by the EBC Office Manager.
- Sponsored non-members who do not normally attend EBC may request use of the church sanctuary only, at current rate plus compensation amounts for event service providers. The user party must have a church-approved event coordinator.

## **Wedding Policy:**

*Please see the wedding applications for member/regular attendee and non-attendee policy.*

## **Procedures:**

- **Facilities Use Approval:** The Office Manager and Associate Pastor for Administration are 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 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 or User Party.
- **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.

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## Emmanuel Bible Church Tablecloths as of 12/2015

<b>Aqua</b>	10 rounds (108")	2 rectangles (126")
<b>Black</b>	10 rounds (108")	1 rectangle (126")
<b>Blue</b> (Navy)	10 rounds (108")	3 rectangles (126")
<b>Cream</b>	9 rounds (108") 2 rounds just a little smaller	8 rectangles (126")
<b>Green</b> (Dark)	15 rounds (108")	
<b>Red</b>	10 rounds (108")	3 rectangles (126")
<b>White</b>		10 rectangles
<b>OTHER</b>		
<b>African</b>		9 rounds folded in a box
<b>Lt. Green</b>		7 table runners