

Building Use Request Form

EAST BAY CALVARY CHURCH

Please fill out this form, as well as a Kitchen Use Request (if applicable), for approval and scheduling. To use any kitchen facilities, a Kitchen Use Request form MUST be filled out. Programs and events must not be in conflict with the objectives and/or doctrinal statements of East Bay Calvary Church.

Fees may apply in accordance with the policy manual; our office will contact you about your request, and can be reached at (231) 946-4479.

Type/name of event: _____

Date(s): _____ to _____ Time(s): _____

Applicant (person/group/organization): _____

Expected attendance: _____

Spaces needed

- | | | |
|--|--|--|
| <input type="checkbox"/> Worship center | <input type="checkbox"/> Room 201 (by mezzanine) | <input type="checkbox"/> Gym restrooms |
| <input type="checkbox"/> Gym | <input type="checkbox"/> Room 202 (conference) | <input type="checkbox"/> Classroom(s): |
| <input type="checkbox"/> Fellowship hall | <input type="checkbox"/> Kitchen (requires form) | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Café | <input type="checkbox"/> Foyer restrooms | |
| <input type="checkbox"/> Youth room | <input type="checkbox"/> Kids wing restrooms | |

Round tables needed: _____ Rectangular tables needed: _____ Chairs needed: _____

Media

We limit the use of the following equipment to our trained personnel only. Our staff will be responsible for providing this personnel; fees will apply. The keyboard is the only instrument available for use in the worship center. Personal instruments are not to be plugged into our system, nor is any other equipment on stage to be used or moved.

- Microphones Projector Keyboard Advanced lighting Other: _____

Comments

CONTINUED ON REVERSE



EAST BAY
CALVARY CHURCH

2225 Hammond Rd. E
Office hours: 8 am - 4 pm, Monday - Thursday
231.946.4479 | office@eastbaycalvary.org

Important information

It is understood that...

- There may be **no children left unsupervised** and they must be restricted to the rooms requested.
- The requesting group is expected to **clean the rooms** used after use (tables/chairs put away, etc.). All lights are to be turned off and all doors locked. All food and drinks will be bagged and disposed of in the church dumpster.
- Exterior doors are **not to be propped open**.
- It is further understood and agreed that **East Bay Calvary Church will not be liable in any way** for any injuries that may occur on the premises. It is also understood that East Bay Calvary Church is not responsible for any personal items that may be left at the church facilities.
- The **applicant is responsible for any and all damage** to East Bay Calvary Church property by their guests and/or attendees. It is understood that moving, adjusting, unplugging, using, or in any way interfering with church property (that is not explicitly free for your use) is prohibited. **Additional fees may be charged for property damages that occur during the event.**

By signing below, I indicate that I understand and agree to the above statements.

Signature of requesting party: _____ Date: _____

Group representative

The group representative serves as the contact point for the requesting group. They are responsible for the key (if needed) and overseeing its return after the event. They are also responsible for overseeing the cleaning and tear down process, especially ensuring that all lights are turned off, doors are locked, and used rooms are clean and left in the state in which they were found.

Group representative name: _____

Email: _____ Phone: _____

I will need a key to the building and will return the key immediately following the event.

OFFICE USE ONLY	<input type="checkbox"/> Approved	Date: _____	<input type="checkbox"/> Added to church calendar
Comments:			