



FACILITY RENTAL REQUEST

<u>Office Use Only</u>	
Calendar	<input type="checkbox"/>
Invoice	<input type="checkbox"/>
Approval Notification	<input type="checkbox"/>
Approved by:	

ORGANIZATION NAME	CONTACT NAME
PHONE NUMBER	EMAIL
MAILING ADDRESS	

NON-PROFIT, 501(c)
 FOR-PROFIT
 OTHER: _____

SPACE REQUESTED (check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> GYMNASIUM | <input type="checkbox"/> FELLOWSHIP HALL | <input type="checkbox"/> PARKING LOT |
| <input type="checkbox"/> KITCHEN | <input type="checkbox"/> SANCTUARY | <input type="checkbox"/> CAFÉ SPACE |
| <input type="checkbox"/> CLASSROOM SPACE | <input type="checkbox"/> FOYER/WELCOME AREA | <input type="checkbox"/> OVERNIGHT ACCOMODATIONS |
| <input type="checkbox"/> OFFICE SPACE | <input type="checkbox"/> COUNSELING OFFICE | <input type="checkbox"/> CONFERENCE ROOM |

RECURRING USE USAGE DATES AND TIMES
 SINGLE USE _____

USAGE DESCRIPTION

DOES THIS EVENT INCLUDE THE FOLLOWING?

- FOOD HANDLING
 OVERNIGHT ACCOMODATIONS
 ALCOHOL CONSUMPTION
 CHILDREN'S PROGRAMS

Notice

This is not a rental agreement, and turning in this request does not create obligation out of any party. Prior to usage of the space a rental agreement will be signed by all involved parties and adhered to until the termination of that agreement. In addition to a rental agreement, renting parties will be responsible for turning in the following documents:

\$1,000,000
Insurance Policy

Calendar of
specific use

W-9 or Business
Registration

Fees

Rental fees and usage rates will be determined prior to signing a rental agreement. Customary price ranges are shown below. Rates for Emmanuel partners may be lower.

Gymnasium	\$30- \$50/Hr	Fellowship Hall	\$25/Hour	Parking Lot	\$30/Event
Kitchen	\$25/Hr	Sanctuary	\$200/Event +\$35/Hour	Café Space	\$125/Event
Classroom Space	ARR	Foyer/Welcome Area	\$50/Event	Overnight Accommodations	\$6 per person
Office Space	ARR	Counseling Office	\$20/Hr/Month	Conference Room	\$100/Half-Day \$150/Full-Day

Approval

This request is subject to approval by the administration, staff members, and leadership team of Emmanuel. Under no circumstances will an event that supports a specific political candidate be entertained.

Deposit

A security deposit may be assessed. It must be paid in order to complete a reservation.

Expectations

We will expect tenants to leave the space as clean as they found it, and to report any maintenance problems.

We will expect lights to be turned off at the end of every usage, and any heating cycles that are altered to be returned to their original settings.

We will expect that children are going to be monitored and supervised by competent, authorized, and screened adults.

We will expect that tenants do not make any permanent or semi-permanent modifications to the space without following published policies or making a specific request. Holes are no to be made in walls without prior approval.

We will expect tenants to take security seriously, and to ensure that spaces are locked up after they are finished with the space every day. If there is any indication of a break-in or theft, or any security concerns inform the Emmanuel staff immediately or call the police.

We will expect tenants to be mindful of shared spaces, and to not detract or impose on other tenants during their stay.