



**FACILITY RENTAL REQUEST**

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

ORGANIZATION/INDIVIDUAL	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"/> LIBRARY    | <input type="checkbox"/> FOYER/WELCOME AREA | <input type="checkbox"/> OVERNIGHT ACCOMODATIONS |
| <input type="checkbox"/> MUSIC ROOM | <input type="checkbox"/> COUNSELING OFFICE  | <input type="checkbox"/> CONFERENCE ROOM         |
| <input type="checkbox"/> ROOM 211   | <input type="checkbox"/> ROOM 213           | <input type="checkbox"/> ROOM 216                |

If you do not know the exact rooms(s) that you are interested in yet, please describe your usage and space needs in this section to help us match you with the best space."

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> RECURRING USE | USAGE DATES AND TIMES |
| <input type="checkbox"/> SINGLE USE    |                       |

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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

**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.

If the room is to remain locked and is reserved for exclusive use by the tenant, Emmanuel church staff must have a key and have access to the space for safety and security purposes.

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 not 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 other 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.

We expect tenants to be mindful that this building is located in a residential neighborhood. Activities that will create continuous loud noise throughout the day will not be tolerated. Activities or individuals that create loud noise after 9:30pm may have their rental agreement terminated.