

Ebenezer A.R.P. Church

FACILITY USAGE REQUEST FORM

Revised 2-12-12

- * This form is to be used to request the reservation of any building or portion of the grounds belonging to Ebenezer ARP Church (except official church use, which will be scheduled with the church office by the pastor(s)/staff responsible.
- * As stated in Section C of the Facility Policy, all official church-wide programs and activities shall take precedence over scheduling of all other activities, which shall be given priority in the following order: specific church groups, personal use by members, and outside groups.

Requestor: _____ Today's Date: _____
(please print)

Phone Number: _____ Email: _____
(day time)

- Requesting for:
- Specific Church Group: _____
 - Church Member Personal Use
 - Outside Group - If so, # of Ebenezer members _____
 - Other: _____

Use/Event Description: _____

Responsible Party present: _____
Charging for event? _____

Number of Attendees: Adults _____ Children _____

Recurring Use/Event (more than 3 like events within 12 months): Yes No

Date(s)/Time(s) Requested: _____
(including set-up/clean-up) _____

- | | |
|---|---|
| <p>Area(s) to Be Used: <input type="checkbox"/> Sanctuary
(check all that apply) <input type="checkbox"/> Church Parlor
<input type="checkbox"/> Academy Building
<input type="checkbox"/> Lawn/Field
<input type="checkbox"/> Other: _____</p> | <p>Bailey Activities Building:
<input type="checkbox"/> Gym
<input type="checkbox"/> Kitchen
<input type="checkbox"/> Nursery
<input type="checkbox"/> Meeting Rooms: _____</p> |
|---|---|

Note: Contact the church office for a key before noon on the weekday prior to your event.

(For Use By The Diaconate/Session)

Date _____	_____ Approved
Person(s) Approving _____	_____ Disapproved
Signature _____	_____ Hold For Further Action