

Building Use Request: One-Time Event

This form must be completed in full for all events (church & non-church) in the church building.
Confirmation that the requested space has been booked is not assured
until a copy of this form is returned to the contact person designated by the sponsor.

Who Are You ?

Name of Sponsor:

(Committee, Group, Organization) _____

Name of Primary Contact Person: _____

_____ Address: _____

Postal Code: _____ Telephone: _____

Your Event or Program

Name of Event: _____

Date of Event: _____ Approximate Attendance at Event: _____

Start Time of Event: _____ Full Time When Space is required: From _____ Until _____

Briefly describe the purpose and nature of the event or program:

What Do You Need ?

Room(s) Requested:

(Check all space to be used)

Sanctuary Parlour Gymnatorium Small Auditorium Main Kitchen

Other: _____

Access Required: Key to Building Sanctuary Lighting Elevator*

Equipment Requested: Sound System* TV/DVD/VCR Projector Projection Screen
Digital Piano Grand Piano (must not be moved) Drums

* A member of your group must be trained to use this equipment/device.

The following information must be provided for every event in Eastminster Church, regardless of sponsor.
Please give the name and number of the person with lead responsibility in each category.

Set-Up:	Phone:
Clean-Up(incl. Recycling):	Phone:
Supervision (incl. Security):	Phone:

Non-church event sponsors are asked to contribute to the cost of building maintenance according to their means.
Building users are required to pay for staff work that is outside his/her normal duties.

Donation to be Given: \$ _____ Staff Requested: ___ hours @ \$ ___ per hour = \$ _____

<p>We have read, understand and accept the Building Use Guidelines of Eastminster Church:</p> <hr/> <p>Signature of Sponsor's Contact Person</p> <p>Date of Application: _____</p>	<p>Attached is a copy of our Certificate of Liability <input type="checkbox"/></p> <p style="text-align: center;">OR</p> <p>We certify our understanding that we have been advised that Eastminster United Church is not liable for any action or claim which may result from our use of the church building or its facilities.</p> <hr/> <p style="text-align: center;">Signature of Sponsor's Contact Person</p>
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NOTICE OF CONFIRMATION

- This building use request is denied for reasons described below.
- This building use request is granted with conditions and/or restrictions described below.
- This building use request is granted.

Signature of Church Secretary

Date of Confirmation

Notes:

**After you receive the signed Confirmation,
your church contact is Property Superintendent David Cornish (969-5212).
If any training is required it is your responsibility to arrange for it with the Property Superintendent.**

Office Use Only:

Conditions of Confirmation; Impact on Other Events:

PERSONAL INFORMATION PROVIDED TO EASTMINSTER UNITED CHURCH ON THIS FORM WILL ONLY BE USED FOR THE PURPOSE FOR WHICH IT WAS COLLECTED. USE, RETENTION AND DISCLOSURE OF SUCH INFORMATION WILL COMPLY WITH ALL APPLICABLE FEDERAL AND PROVINCIAL PRIVACY LEGISLATION.