



Preamble: God has blessed Emmaus Baptist Church with the facilities we have. Therefore, we will honor him in all things we do including the use of these facilities. All events must comply with Emmaus Baptist Church Constitutions and By-laws, Condenses Statement of Faith, Mission and Vision of the church.

Name of Organization/User _____

Address _____ Zip code _____

Phone # _____ Email address _____

Are you (check one):

- Active member (as defined in by laws)
- Nonmember with active member sponsor
- Representing a civic or government organization
- Representing a ministry organization

Must provide proof of insurance with **Emmaus Baptist Church, Inc.** added as additionally insured.

Event Date(s): ___/___/___ to ___/___/___ (Include dates for set-up/takedown)

Event Time: _____ (AM/PM) to _____ (AM/PM)

Please include written details on next page.

A \$75 security deposit is due upon approval of this request from all users, from both EBC members and non-members to hold date. \$75 is refunded upon satisfactory inspection of facilities and return of keys.

Room or area requested for your activity and usage fee per day for nonmembers:

- Christian Outreach Center (Gym only) \$300 Christian Outreach Center (Gym & Kitchen) \$450
- Large Sanctuary \$600 (includes AV) Old Chapel/Kitchen \$450
- Classroom(s) at \$50 each

Conference Room #2 _____ Are keys necessary? Yes No

If keys are necessary, the keys are: _____

Church grounds (N/C--Community Service) Other _____ (Price to be quoted.)

APPROVAL for use is LIMITED to the area(s) designated on this form.

POLICIES AND PROCEDURES are attached to this form. **(Please initial each item verifying it has been read.)**

In submitting this application I confirm that I have read and will comply with all policies in the Emmaus Baptist Buildings & Grounds Use Guidelines. I also agree to assume all responsibility for any damages or losses to the facilities and/or its contents while in use by me and/or my group.

_____/_____/_____
Signature of applicant/User _____ Date

Request must be submitted at least 30 days prior to event. All requests are subject to approval of User's insurance. *Emmaus Baptist reserves the right to cancel any event.



Building & Grounds Use Request Form

Please include written details here: Total Number of People (Adults and Minors), descriptions of events, food, equipment brought in, signs, posters, decorations, attachments to property, any distribution of information or training, etc.

Policy and Procedures for Building & Grounds Use

1. In the light of our commitment to our mission and Church family we have a priority in the available usage of our facilities. Most Church events are regularly scheduled but some may be made necessary without prior notice by unscheduled events. While we will attempt to satisfy all approved/calendared events, we may be unable to do so. At those times—the discretion of which rests with the Deacons—we may need to reschedule or cancel your event. In case of unforeseen events, we reserve the right to cancel or reschedule your event. Initials: _____
2. Emmaus Baptist Church reserves the right to reject or cancel any individual, group, or organization about which we may become concerned that a conflict exists with our purpose as a Church, with our priorities in the use of our facilities, and our safety of individuals or the community. Initials: _____
3. Users of our facilities must provide a measure of security and be certain that rooms and areas used are left in the same condition as they were found. Organizations/individuals requesting use are responsible for all children, as well as adults, attending the event and must provide acceptable adult direction and supervision while the facilities are in use. (Please include in description of event) Toward that “measure of security” we require that a current member of EBC agree to sponsor your event. While their presence is not required, their approval/sponsorship is. Initials: _____
4. No sales or charging of fees shall be permitted by organizations/individuals using any of the facilities of Emmaus Baptist Church without the permission of the Deacons or church body. No smoking, no presence of alcoholic beverages, no vaping, no drugs/drug paraphernalia or drug use is permitted. All handouts must be disclosed in description of event and receive prior approval. Initials: _____
5. Nothing shall be attached to walls (interior and exterior), doors, floors, ceilings, windows, bulletin boards, stairwells, signs, lamp posts, etc. without prior approval. Items to be attached must be included in details of the event on page two. ALL ITEMS brought onto and into our facilities must be removed on the same day unless granted an extension by the deacons or church staff. Similarly, user clean-up must be completed on the same day unless granted an extension by the deacons or church staff. User clean-up includes (1) all trash collected and removed from the premises; (2) all tables wiped off, floors swept and cleaned, furnishings returned to the places they were found; (3) all lights, including in restrooms, are turned off; (4) windows are closed and locked; (5) turning off all A/C and Heating units and returning thermostats to 66 (Winter) and 78 (Summer); (6) all doors are closed and locked. (The A/C is to be set no lower than 72 during facility use.) Emmaus Baptist Church will not provide any storage of items left behind nor will they assume any responsibility for items that may be allowed to be left in the building. Initials: _____
6. Only those facilities requested and approved may be used. Initials: _____
7. Returning Users of our facilities must resubmit their requests for each event. Initials: _____
8. Organizations/individuals shall notify Emmaus Baptist Church of any problems or needs regarding their use of the building. Any injuries or damage shall be reported to the Church immediately. Please take a picture of any items not in place/damaged and email immediately to emmaus@ebcmin.com. Initials: _____

9. All organizations/individuals are subject to providing liability insurance coverage for their event which specifies that Emmaus Baptist Church, Inc. is “additionally insured” for any liability incurred while in preparation, during, or exiting the event. Initials: _____

10. Deacons have church authority to determine active member status. Initials: _____

Emmaus Baptist Church assumes no responsibility for those using our facilities. Users, as agreed to below by the signatures of the User’s responsible party and the board of Directors of Emmaus Baptist Church Inc., hereby release and waive all claims against Emmaus Baptist Church, its trustees, staff, and members to the full extent permitted by law for death, personal injury, or damage to property sustained directly or indirectly by the undersigned or anyone in any way related to or affiliated with the User.

Emmaus Baptist Church will determine any damage incurred as a result of the event and hold the User financially responsible for all monetary cost for damages not covered by insurance. In the event of dispute concerning financial claims made by either party (User or Church), each party agrees to pursue resolution through arbitration prior to pursuing legal action.

The User affirms he/she has read and understands these guidelines and agrees that User and guests will fully comply with the items contained herein.

User/Representative _____
Signature

The sponsor affirms he/she has read and understands these guidelines and agrees that User and guests will fully comply with the items contained herein.

Sponsor _____
Signature

Request accepted by _____ Date _____
Keys received by (User) _____ Date ____/____/____
All keys returned and accepted by _____ Date ____/____/____



FOR OFFICE USE ONLY

#1 ___ Completed request form received in church office ___/___/___ By _____

#2 ___ Confirmation of EBC member sponsor ___/___/___ By _____

#3 ___ Copy of liability insurance received and accepted ___/___/___ By _____

#4 ___ Forwarded request to Deacons ___/___/___ By _____

#5 ___ Approved/Denied ___/___/___

Total Fee: _____

Reasons for Denial/Comments: _____

#6 ___ \$75 deposit paid to hold date ___/___/___

#7 ___ Approval added to church calendar on ___/___/___ AND (if required) change in the

Event Dates from ___/___/___ to ___/___/___

#8 ___ Acceptance from User/Applicant _____ confirmed ___/___/___

Confirmed acceptance with User if other than applicant confirmed acceptance ___/___/___

#9 ___ Remainder of any fees _____ required paid. Must be paid prior to event and to receive keys.

#10 ___ Filed for future reference ___/___/___

Notes by church staff:

