



Facilities Use Request/Event Notification

Please use this form to reserve any room or vehicle at EUMC. Facilities Use Request forms should be turned in at least two weeks prior to the date requested.

Today's Date: _____

Ministry Area/Dept: _____

Event Title: _____

Date of Event/Date Range: _____

Actual Time of Event From: _____ To: _____

Set up/Clean up time for Event From: _____ To: _____

What time would you like the doors to open/close: From: _____ To: _____

Room requested: _____ Number of people expected: _____

Brief Description of the event for the calendar on the website:

Event Leader/Coordinator Name: _____

Event Leader/Coordinator Phone: _____

Event Leader/Coordinator Email _____

If your event requires Kids Care or Multimedia Support please fill out the appropriate form. All forms are online at ebenezerumc.org/registrations or in the church office.

Completion of this form DOES NOT guarantee approval or a room for your event. You will receive an email confirming your request. All approved facility reservations are subject to cancellation should an unexpected Church-related event require the scheduled facility.

Please email this form to B.J. at bpriest@ebenezerumc.org or leave it in B.J. Priest's box outside the church office.

Facility Use Covenant

This is a covenant between EUMC and I , _____, as the Event Leader/Coordinator for _____ (Name of Group) agree to be present during the time that the group uses the facility and I agree to pay for any damages to any property of EUMC property that are incurred because of neglect or abuse.

For Office Use Only

_____ Date Facilities Request Turned In

_____ Date Approved _____ Initials

6/30/2023