

Church Reservation Request Form
Emmanuel Evangelical Free Church
2233 Boy Scout Road • Hermann, MO 65041
Phone: 573-486-3999 • Fax: 573-486-3444

When complete, please give to Steward Committee Chair. Today's Date: _____

Church-sponsored _____ Outside Group _____

Event Date(s): _____ Recurring? _____

Start and end time of reservation: _____

Start and end time of actual event: _____

If your event is recurring, what are the start and end dates? _____

Event Type: _____ (lecture, party, wedding, meeting, etc.)

Event Name: _____

Sponsoring Group: _____

Contact Person: _____

Email: _____ Phone(s): _____

Event Day Contact Name & Phone Number: _____

Room(s) Requested: _____	Auditorium	_____	Kitchen/Dining Room
	Library	_____	Conference Room
	Nursery	_____	Elementary Section
	Middle School Section	_____	High School Section

Equipment Request/Need: _____ Sound System _____ Portable Projector

Additional Requests or Notes: _____

Approved by EEFC Steward Committee:

Signature: _____ Date: _____

USE GUIDELINES

1. Smoking is not allowed on church property.
2. Consumption of alcoholic beverages is restricted to the use of wine in moderation.
3. The use of intoxicating drugs is prohibited.
4. Throwing of rice or other materials should take place outdoors only.
5. Use of candles in the church building is limited to dripless candles.

Event scheduling will be limited to the next 180 days.

The church reserves the right to revoke permission to use the building at any time for any reason.

Any special needs such as equipment or furniture arrangements must be coordinated with the Chairman of the Steward Committee at least 72 hours in advance.

Use of musical, sound, projection, or lighting systems must be coordinated with the head of the Worship team.

Use of church property should be concluded by 10:00 p.m. on Saturdays.

A cleaning deposit may be required depending on the event.

Arrange furniture as it was before the event occurred.

All trash should be picked up and the building cleaned for next use.

SECURITY LOCK UP PROCEDURES

Turn off all lights in:

- Auditorium
 - Including small lamps used during worship services.
 - Unplug coffee and hot water urns, if used.
- Kitchen
- Nursery
- Classrooms
- Youth Rooms
- Offices
- Bathrooms – Flush all toilets and turn off exhaust fans.
- Hallways – Including small lamps in hallways.

Make sure all exterior doors are locked from the either the interior or exterior.

Close and lock windows before leaving, if using a room with windows.

HVAC units should be preset and left alone.

Check the exterior of the building for anything unusual.

Read by Reservee:

Signature: _____ Date: _____