

### Building Use Request: One-Time Events

*This form must be completed in full for all events (church & non-church) in the church building. It may be filled in online and emailed to the Church Office at [info@eastminsterunited.ca](mailto:info@eastminsterunited.ca) or printed and dropped in at the office.*

*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: \_\_\_\_\_ Email: \_\_\_\_\_

#### Your Event or Program

Name of Event or Program: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Approx. Attendance: \_\_\_\_\_ Start time: \_\_\_\_\_

Space required from \_\_\_\_\_ until \_\_\_\_\_

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

#### What Do You Need?

Room(s) Requested: *(Indicate 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/VCR  Overhead Projector\* (Parlour Only)

Projection Screen  Digital Piano  Grand Piano (must not be moved)

*\* 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: \_\_\_\_\_ 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: \$ \_\_\_\_\_

Do you require an income tax receipt for your donation?  YES  NO

Church Staff which you require to be present at this event: \_\_\_\_\_ hours @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

**We have read, understand, and accept the Building Use Guidelines of Eastminster Church including Section 4.1 pertaining to responsibilities in the event of power outage or fire.**

\_\_\_\_\_  
Signature of Sponsor's Contact Person

Date of Application: \_\_\_\_\_

**Our insurer demands that all non-Eastminster groups which meet in our building arrange for their own insurance coverage and provide proof of same.**

**Please indicate if you are attaching a copy of your Certificate of Liability. Yes**

**Scheduling of the above-described event/project is confirmed**

\_\_\_\_\_  
Signature of Confirming Staff Member

\_\_\_\_\_  
Date Confirmed

**After you receive the signed Confirmation,  
your church contact is Property Superintendent David Cornish (613-969-5212).  
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:

Application Approved

Application Denied  Reason for Denial: \_\_\_\_\_