

Building Use Request: On-Going Events/Programs

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: _____

Email: _____

What Are You Planning ?

Name of Events or Program: _____

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.

When Do You Need It ? List ALL dates below

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: \$ _____ per session per month per season

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

Staff Requested: _____ 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.

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

Signature of Sponsor's Contact Person

Date of Application: _____

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

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

Signature of Confirming Staff Member

Date of Confirmation

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: