

Building Use Request: One-Time Event

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: _____

Your Event or Program

Name of Event: _____

Date of Event: _____ Approximate Attendance at Event: _____

Start Time of Event: _____ Full Time When Space is required: From _____ Until _____

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

What Do You Need ?

Room(s) Requested:

(Check 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 = \$ _____

<p>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.</p> <hr/> <p>Signature of Sponsor's Contact Person _____</p> <p>Date of Application: _____</p>	<p>Our insurer demands that all non-Eastminster groups which meet in our building arrange for their own insurance coverage and provide proof of same.</p> <hr/> <p>Please indicate if you are attaching a copy of your Certificate of Liability. <input type="checkbox"/></p>
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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: