



EHBC Facility Use Form

Group/ Ministry Name: _____ ☐ EHBC Member ☐ EHCA ☐ None*

Responsible Person: _____ Phone Number: _____

Email Address: _____

Event Name: _____ **Please attach a copy of your schedule**

Advertising (*pending church review*) Circle all that apply In-Service Outside Sign Inside Signs Social Media

Event Description: _____

Dates of Event : _____ Start/ End Time of Event: ____ - ____

Setup Date Requested: _____ Setup Time: ____ - ____ Cleanup Time: ____ - ____

I have Access Key to the building/ rooms I am using yes no

Want doors unlocked? If so what times ____ - ____ Which doors? _____

Sanctuary Use: ☐ yes ☐ no

- ☐ Sound (*Requires Sound Technician*) mics # _____
- ☐ AV/Sanctuary Screen Use (*Requires operator*) **
FOR: ☐ video ☐ slideshow** ☐ lyrics ☐ photos
- ☐ Music Equipment (please specify) _____

- ☐ Pipe and Drape **Attach Sketch/ Diagram**
- ☐ Podium
- ☐ Other: _____

Miller Hall Use: ☐ yes ☐ no

- ☐ Kitchen Use
☐ Cooking ☐ Serving food ☐ Drinks Only
- ☐ Tables # Round _____ # Rectangle _____
- ☐ Chairs # _____
- ☐ Sound System (*Requires Sound Technician*) # mics _____

- ☐ Piano Use
- ☐ Pipe and Drape
- ☐ Podium
- ☐ Televisions: for what? _____ # _____
- ☐ Other: _____

FLC: ☐ yes ☐ no

- ☐ Kitchen Use
☐ Cooking ☐ Serving food ☐ Drinks Only
- ☐ Tables # Round _____ # Rectangle _____
- ☐ Chairs # _____
- ☐ Sound System (*Requires Sound Technician*) # mics _____

- ☐ Pipe and Drape
- ☐ Podium
- ☐ Televisions: for what? _____ # _____
- ☐ Other: _____

Other Area: please name _____

- ☐ Tables # Round _____ # Rectangle _____
- ☐ Chairs # _____
- ☐ Podium

- ☐ Televisions: for what? _____ # _____
- ☐ Other: _____

*Requires a one Million Dollar Certificate of Liability Naming Eastern Hills Baptist Church Initials _____

** No Copy Protected Music (must be in MP3 format). Need files 5 working days prior to event. Initials _____

***We can't display PowerPoint to the Main Screen. PP will be converted to images. All animations/ video will be lost in the conversion. Initials _____

Office Use Only

Copied to: ☐ Shanna ☐ Joe ☐ Deanna ☐ Liana ☐ Richard ☐ Hollie/ Gina ☐ To Group ☐ RP ☐ Other: _____

Approved by: _____ Copied and distributed by: _____

Added to Church Calendar on ____/____/20____ Assigned RP (unlock/lock): _____

Walk through/ phone call occurred ____/____/20____ by _____ notes/ revisions on back

Insurance policy shown to _____ on _____

EHBC Copy

I understand and accept my role as “Person in Charge” for this event and will adhere to the guidelines for the use of the facility. I will be responsible for and report any damage that may be incurred to the building and/or equipment used.

I release EHBC from liability for loss or damage to persons and properties for the duration of the event, as well as set up/cleanup for the event, which I am solely responsible for.

By my signature, I and my group agree to safeguard the security of the building and honor the facility as a place of worship.

Signature: _____ Date: _____

Event Copy

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Signature: _____ Date: _____