

Edgebrook Evangelical Covenant Church Facilities Use Request Form*

**This form is for information & communication of events and does not take the place of any required contracts.*

- This form may be filled out electronically or printed and filled out manually.
- Submit electronically to office@edgebrookcovenant.org or in-person to the desk of the EECC Office Manager
- All questions or concerns about your request should be directed to the EECC Office Manager at **office@edgebrookcovenant.org** or **(773) 763-4230, ext. 101.**

For all requests: submit this form to the EECC Office Manager, who will

- Communicate with you regarding the status of your request.
- Submit your request to the Church Council for approval and add your event to the church calendar (*pending Council approval*).
- Communicate with the Custodian(s) and any other necessary parties regarding the details of your request.

For non-EECC groups / individuals:

- Will you provide a Certificate of Liability Insurance?

☐ YES ☐ NO

- Your request may incur a rental fee, which will be assessed by our Church Council.

The Office Manager will communicate with you regarding any fees assessed. *There are no fees assessed for EECC groups.*

Name of Group or person: Mailing Address (<i>non-EECC groups only</i>):	Date(s) facilities needed: Time needed (<i>including setup & cleanup</i>):
Contact Person: Contact Phone Number: Contact Email Address:	Preferred method of contact (<i>check one</i>): ☐ Email ☐ Phone call ☐ Text ☐ Other:
Type of event: Number of people expected? Adults: Children (12 yrs and under):	Description of event: Catered? ☐ YES, name of caterer: ☐ NO
Space(s) requested (<i>check all that apply</i>): ☐ Sanctuary ☐ Chapel ☐ Anderson Room ☐ Kitchenette (upstairs) ☐ Fellowship Hall ☐ Youth Room ☐ Kitchen (downstairs) ☐ Side Yard ☐ Other:	Equipment requested: Do you require setup by our custodial staff? ☐ YES - <i>continue to next page</i> ☐ NO

Date Request Submitted:

Setup Requests

*In the blank space, include a sketch or describe (in as much detail as possible) how you would like the space(s) set up.
If applicable, also indicate the total number of tables, chairs, or other equipment your setup requires in the boxes below.*

Total # Tables? 32" Circle (9 available): 60" Circle (16 available): 30" x 96" Rectangle (12 available):	Total # Chairs?	Other?
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