

## **Facility Use Request Form**

## (ECC-sponsored Events/Activities) PLEASE PRINT

Name of Person reserving room	Today's Date
Cell Phone Email	
Name of person who has keycard and will be responsible for the	event
Cell phone Email	
The congregations that the group belongs to: ☐ SEA-M ☐ SEA	A-E ☐ SEA-C ☐ RED-M ☐ RED-E ☐ RED-C
Name of Small group/Ministry	
Small group leader	Cell Phone
We are requesting rooms at: ☐ SEA Campus ☐ RED Camp	us
Date required Month Day Ye	ar S M T W T F S
Time required: Fromam/pm toam/pm Ev	ent Start timeam/pm; End timeam/pm
Nature or Title of the Event	
Group size: Adults Kids (under 12) _	Total number of people
Number of rooms needed:	
Room #1 Capacity Room #2	Capacity Room #3 Capacity
Specific rooms we would like to use	
Seattle Campus Rooms	Redmond Campus Rooms
• Sanctuary • Small House	<ul> <li>Mandarin Worship Hall</li> <li>West Lobby</li> </ul>
Fellowship Hall     Conference room	<ul> <li>Cantonese Worship Hall</li> <li>East Lobby</li> </ul>
• Kitchen • Classrooms	English Worship Hall     Classrooms
• Gym	Children's Worship Hall     Kitchen
l,	_ , have reviewed, and initialed the <i>ECC Facility Use Guideline on</i>
the back and will abide to it. Signature	Date
For Office Use Only	
Processed by: Name	Date
Rooms reserved: ECC-Seattle	
ECC-Redmond	
Notes	

## **ECC Facility Use Guidelines**

## (Please review and initial each point)

1.	Alcohol Policy: No alcohol may be served in church facilities. (Initial)
2.	Smoking Policy: No smoking or around campuses. (Initial)
3.	Usage area: Groups are restricted to only those areas of the facility that the group has reserved. (Initial
4.	Children and youth should be supervised by adults at all time. (Initial)
5.	Food and beverages in sanctuary is not allowed. (Initial)
6.	Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise
	prior to the event. (Initial)
7.	All <u>lights</u> must be turned off, heater turned down, and <u>doors locked</u> upon departure. (Initial)
8.	Clean-up after use, put the place back to original shape and condition. (Initial)
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