



**FACILITY USE REQUEST FORM**  
for ECPC ministry related events

**All events should be scheduled one month in advance.**

Forms may be obtained from and returned to either the Facilities Coordinator or the church office.  
All forms are also available on the church website at <http://www.ecpca.org/whatsnew.html>.

To reserve a room for an event, please complete the **Facility Use Request** form below. At least one ECPC ministry team member must be responsible for sponsoring, overseeing and attending each scheduled event.

After your request has been reviewed, you will be contacted by phone or email. Upon approval, you will sign a **Facility Use Agreement** and contact the Facilities Coordinator who will assist you in planning for the following event details:

- Key Usage & Lock-up
- Temperature Control
- Lighting
- Audio Visual requirements
- Equipment
- Kitchen Use
- Supplies (paper products, etc.)
- Setup/Cleanup

Today's Date: ..... Person Requesting Use: .....

Requestor's Home Phone: ..... Work/Cell Phone: .....

Email address: ..... Fax: .....

Ministry Team Sponsoring Event:

Event Name:

Describe the event :

Date(s) of Event: .....One-time? ..... Recurring? .....

Arrival/Set-up Time: ..... a.m. / p.m.

Time Event Begins: ..... a.m. / p.m.

Time Event Ends: ..... a.m. / p.m.

Departure Time: ..... a.m. / p.m. (Allow time for clean-up)

Estimated Group Size: .....

My preference for a room(s) to use would be: (Be as specific as possible.)

Questions/Comments:

**IMPORTANT:** For audio visual needs, an **Audio Visual Request** should be attached to this form and submitted one month in advance. Please note that there may be a fee if technical support is required for your event. When your request has been processed, you will be notified if fees will be charged.