



## MISCELLANEOUS EVENTS RENTAL AGREEMENT

(Including, but not limited to: showers, family reunions, baptismal dinners, rehearsal dinners)

### TERMS

- Members of ERC are asked to contribute **\$50** to cover utilities used and extra services provided by the custodian.
- Only authorized ERC personnel may operate the sanctuary sound system. If this service is required, we ask **an additional \$50** be paid for their assistance.
- Non-members are asked to contribute **\$150** (plus \$50 if a sound system operator is needed).
- No alcohol or tobacco use will be tolerated anywhere on church property during the event or the hours leading up to or following these events.
- If the kitchen is used at any time during this event, it should be returned to its previous condition. This includes bagging the trash and placing it in the dumpster outside the north door, washing all dishes and putting them away, cleaning the floor, placing used towels together on the counter, etc. We ask at least one member of an ERC work unit be present if any kitchen appliances are used.

### RESERVATION

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Street Address/PO Box City State Zip Code

**EVENT DESCRIPTION/PURPOSE:** \_\_\_\_\_

**EVENT DATE(S):** \_\_\_\_\_ **START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**Will you need a sound system operator?** **NO / YES (\$50)**

**Will you be using our kitchen for any cooking, or coffee preparation?** **NO / YES**

**SIGNATURE:** \_\_\_\_\_ **AMOUNT ENCLOSED:** \_\_\_\_\_

I agree to the terms printed above.

Please make checks out to  
Emmanuel Reformed Church

*Upon receipt of this form, the ERC Hospitality Team and Custodian will review and confirm your request.*

*We pray God blesses your event in our facility. THANK YOU!*