



Emmanuel Church Room Use

Group or Organization _____

Contact Persons (1) _____

Phone # _____

Email _____

Contact Person (2) _____

Phone # _____

Email _____

Event Name _____

Date(s) of Event _____

Type of event (meeting, concert, &tc.)

Donation for one time use of Addicks Hall and/or Maryan Room (including incidental Kitchen use) is \$350, \$175 for parishioners. We are also now requesting an additional \$100 deposit with your reservation (Total \$450). The \$100 will be returned if the facility is returned to its original condition and no extra cleanup or rearranging is required.

Time _____

Estimated # to attend _____ (See Fire Marshall's Posters)

Set up time (One hour prior to event) _____

Special needs (Please include quantity)

Chairs _____

Round Tables _____

Long Tables _____

Piano _____

Other (subject to availability)

Please check the box below and provide your signature indicating that you have read the policies and agree to abide by them.

Signature of Responsible party

Date

Emmanuel Church – Room Use Policies

1. Payment, including the \$100 security deposit is due two weeks in advance of the scheduled event(s). Non-payment may result in loss of the facility for the selected date. Security Deposit will be returned by the office staff in the week following the event.
2. Groups must bring a first aid kit to the event(s).
3. There is no smoking in the buildings.
4. Driveways may not be blocked except during unloading/loading.
5. If a group desires to serve **alcoholic beverages**, be aware of the following restrictions:
 - a. **Permission must be obtained in advance from the priest-in-charge.**
 - b. Only beer and wine may be served and only if an equally attractive non-alcoholic alternative is provided.
 - c. Alcoholic beverages may not be left unattended. There is to be no “self-service.”
6. Groups are to provide their own utensils, flatware, plates and serving items. The church cutlery, dishes and glasses are not available for use.
7. Furniture is to be restored to its original place.
8. All trash must be removed from the premises when you leave.
9. All decorations, paper products, and food stuffs, (even unopened) must be taken at the end of the event. Though it might seem nice to “donate” those cups or plates or condiments, the church is well stocked and cannot accept these donations.
10. Areas used are to be left broom clean.
11. Doors must be locked upon leaving.
12. Renters must be at least 25 years of age.

Those using the room are responsible for setting up and returning room to original condition.

Contact Information: Ellen Patton Office Administrator

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