



Emmanuel Community United Methodist Church

N84 W16707 Menomonee Avenue
Menomonee Falls, Wisconsin 53051
262-251-3830

**BUILDING RESERVATION FORM, for regular, church-using groups.
Please use the form below to reserve space for special events.**

Emmanuel Community United Methodist Church has established guidelines with regard to the use of the church building, including the Sanctuary, Fellowship Hall, Celebration Hall, Kitchen, Chapel Lounge, and/or individual rooms. The purpose of these guidelines is to ensure appropriate use of the church for members as well as outside groups.

A **Building Reservation Form** must be completed and returned to the church office administrator.

The church is a smoke, alcohol, and drug free facility.

Emmanuel Community United Methodist Church will not be held responsible for personal property left or lost at the church facility.

Doors in the church building that are not necessary for the users' needs, shall not be unlocked. All groups or individuals using the church are responsible for turning off lights and making sure the doors are locked upon leaving the building.

Celebration kitchen, and/or sound/media system equipment will not be available to outside groups or individuals unless prior arrangements have been made with the Trustees and/or one of the Pastors. A Media Tech church member must be contacted ahead of the special event to discuss and coordinate group requests.

All groups or individuals using any room in the church are required to leave all rooms used in the condition in which they were found. Security deposits will be forfeited in full or in part in the event of damage or if excessive cleanup is required.

BUILDING RESERVATION FORM:

* Group Using Facility: _____

* Contact Name: _____

* Contact phone number: _____ Email: _____

* Date(s) and purpose for room use: _____

* Any and all rooms you will need and/or use: _____

* Time room(s) will be in use: from ____:____ am/pm to ____:____ am/pm.

* How many people expected: _____

* Equipment needed or will be using: _____

* Special requests: _____
