

EBC Ancillary Church Facilities Use Agreement

08.2026

I hereby request the use of Emmanuel Baptist Church as outlined below:

Contact Person: _____ Phone #: _____
 Email: _____ Cell#: _____
 Name of Rental Group: _____ Phone #: _____
 Address: _____ Postal Code: _____
 Rental Event: _____
 Date of Event: _____ Time of Event (Actual): _____ To _____
 Time of Rental (Open for set up/decorating): _____ To _____

Set up can take place the day before the event if there are no conflicting events or rentals.

Library	Classroom 5	Downstairs	Office Foyer	Totals:
☐ \$100.00	☐ \$100.00	☐ \$150.00	☐ \$50.00	Total: _____

Area	Includes	Caretakers Responsibilities	Renters Responsibilities
Library	- Library - Washrooms in Office Foyer - Tables/chairs - Media equipment (use of PowerPoint projector/must bring own laptop) - Piano	Caretaker will clean area.	- Renter must return any item in the library to its original place. Damaged or lost EBC items are the renter's responsibility to replace. - Any items not belonging to EBC must be cleared away.
Classroom 5	- Classroom 5 - Washrooms in Office Foyer - Tables & Chairs - Media Equipment (Smart TV)	Caretaker will clean area.	- Renter must return any item in Classroom 5 to its original place. Damaged or lost EBC items are the renter's responsibility to replace. - Any items not belonging to EBC must be cleared away.
Downstairs	- Downstairs Main Area and Side Rooms (Does not include supplies from Craft Cupboard) - Washrooms in Stairwell Landing - Tables/chairs	Caretaker will clean area.	- Renter must return any item in the Downstairs to its original place. Damaged or lost EBC items are the renter's responsibility to replace. - Any items not belonging to EBC must be cleared away.
Office Foyer	- Office Foyer (does not include reception desk or items) - Washrooms in Office Foyer - Tables/chairs	Caretaker will clean area.	- Renter must return any item in the Office Foyer to its original place. Damaged or lost EBC items are the renter's responsibility to replace. - Any items not belonging to EBC must be cleared away.

Rental Requirements:

- ☐ Tables set up or removed
 - Number required: _____
 - ☐ Chairs set up or removed
 - Number required: _____
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Terms & Conditions:

- Applicant is responsible for any damage that occurs during the event.
- The church facility is to be left as it was found, including the return of any items moved.
- No smoking or consumption of alcohol is allowed in the building or on the property.
- Events must be finished by 10:00pm to allow for clean up.
- The facilities exist to honour and glorify God, and activities which dishonour God will not be permitted.

The church facility will not be officially booked until this rental agreement has been filled out and signed. Full payment is due within 30 days of the event. Private or personal rentals may receive an invoice upon request. Cheques can be made payable to Emmanuel Baptist Church.

I would like to rent the EBC Facility, understanding my rental responsibilities. I understand, agree to, and accept the above terms, conditions, and fees.

Name (printed)

Signature

Date

Emmanuel Baptist Church
Box 43, 220 Lucinda St. S, Morris, MB, R0G 1K0
Phone: 204.746.8790

www.ebcmorris.ca
office@ebcmorris.ca

Rental Coordinator: Teralea Purdy
Cell: 431.742.9525

Office Hours: T-F 9:00am – 1:00pm