Ebenezer Mennonite Church
Meeting Reservation Form

(For routine committee/business meetings and classroom use)

Name: _____ Committee/Ministry _____

We are requesting a

☐ Single meeting on _____ (date) at _____ (time) until _____ (time).

☐ Repeating series of meetings to be held on the

Circle one: 1st 2nd 3rd 4th

Circle one: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Beginning on _____ / ____ / _____ (date) through _____ / _____ / _____.

Room(s) requested: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____.

Other building resources needed: _____ Kitchen access needed? ☐ Yes ---☐ No.

Notes: All meetings at our building must be recorded via this form for inclusion on our official church calendar. This form is needed to facilitate fair and reasonable order within the church, enable janitorial services to be performed adequately, and to adhere to insurance and legal requirements. Meetings and activities within the church must be scheduled well in advance of the event. Room requests will be on a first-come, first-served basis with the exception that the Christian Education committee has priority of assigning classroom use for their activities during the Sunday School hour and for their Wednesday evening activities.

For office use:

☐ Entered into calendar ☐ Copy sent to kitchen committee (if needed)

☐ Janitor notified

Actual rooms assigned: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

**** Please return this form to the church office. ****

.....

Gymnasium/Auditorium Use Policy

- An adult must supervise all activities in the gym.
- Gym will be used for planned activities only.
- Gym shoe must be worn for physical activities, walking, running, basketball, volleyball, and etc.
  (Gym shoe—A rubber-soled shoe that has never been worn outside.)
- Wood and aluminum bats will not be allowed.
- Hard balls like baseballs, softballs, tennis balls and footballs will not be allowed in the gym. Acceptable balls and equipment will be provided by the church and will be kept in the gym.
- No tape or marking devices will be used on the floor or walls except that provided by the trustees specifically for that purpose.
- Only equipment with rubber tips or protective edges will be allowed on the floor.
- No narrow spike heels should be worn in the gymnasium.