

EMMANUEL BAPTIST CHURCH  
FAMILY LIFE CENTER  
1825 N. ALVERNON  
TUCSON, ARIZONA 85712

PHONE NO. 323-9379

FAX NO. 318-0779

Family Life Center Reservation Form for Outside Groups

NAME \_\_\_\_\_ TYPE OF FUNCTION \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

TIME DESIRED: DATE \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

AREA(S) DESIRED (please check as many as apply):

Gymnasium       skateboard park       upstairs kitchen

Downstairs kitchen       small class room(s)       multi-purpose room

EQUIPMENT DESIRED (please check all that apply). Equipment may be in limited supply; please check with the church office to determine availability.

Rollerskates/blades       volleyball       basketball

Oblong tables # \_\_\_\_\_       round tables # \_\_\_\_\_       chairs # \_\_\_\_\_

Other: \_\_\_\_\_

Person making reservation \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

SPONSORS (1 adult per 10 children or youth REQUIRED) (2 adults required at all times for use of skateboard equipment)

Person in charge \_\_\_\_\_ Phone \_\_\_\_\_

Comments \_\_\_\_\_

Number expected to attend \_\_\_\_\_

\$100 fee required to reserve date on church calendar

Enclosed

Payment will be made by \_\_\_\_\_

## **INFORMATION ABOUT RESERVING THE FAMILY LIFE CENTER**

1. You are a guest of Emmanuel Baptist Church. You are responsible for the care of the Family Life Center during your use. This includes replacing all equipment and making certain that the Family Life Center is in the same or better shape than you found it. **You will be responsible for paying for any damage to the facilities or equipment caused by your group.**
2. Please verify the date, time, and other arrangements which have been confirmed. If there is any change whatsoever, or a cancellation, you are responsible for notifying the church office at 323-9379 at least one week in advance.
3. You are responsible for providing an adequate number of sponsors for your group. (One adult per ten children or youth is REQUIRED.) Emmanuel Baptist Church will provide a skeleton staff in charge of the operation of the building and equipment. Call on them for any assistance.
4. You will be restricted to the use of the areas which you have reserved. Other areas will be "off limits."
5. There will be additional requirements if your reservation requires the use of any of the kitchens. Check with the church office.
6. All food or drink must be kept in designated areas. No eating or drinking in the stairwell or any other area not designated as an eating area.
7. NO SMOKING IS ALLOWED IN ANY PART OF THE BUILDING OR AROUND THE CHURCH GROUNDS. PLEASE MAKE CERTAIN THAT YOUR GUESTS ARE AWARE OF THIS RULE.
8. Your preferred reservation date is subject to change or cancellation because of the church calendar.

### **SCHEDULE OF FEES**

**Basketball/Volleyball games — \$25.00 per session**

**Skateboard Park — check with office**

**Parties, receptions, kitchen use — \$100.00 (minimum)**

**Lock-in retreats — check with office**

**I have read and understand the requirements set forth above. I agree to abide by all facilities use rules of Emmanuel Baptist Church. I am aware that I am the guest of the church and will exhibit the same concern for the facilities as I would for my own home and remembering that this is God's house.**

**Signed** \_\_\_\_\_

**Confirmed by EBC** \_\_\_\_\_

EMMANUEL BAPTIST CHURCH  
FAMILY LIFE CENTER  
1825 N. ALVERNON  
TUCSON, ARIZONA 85712

PHONE NO. 323-9379

FAX NO. 318-0779

Family Life Center Reservation Form for Church Groups

NAME \_\_\_\_\_ TYPE OF FUNCTION \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

TIME DESIRED: DATE \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

AREA(S) DESIRED (please check as many as apply):

Gymnasium       skateboard park       upstairs kitchen

Downstairs kitchen       small class room(s)       multi-purpose room

EQUIPMENT DESIRED (please check all that apply). Equipment may be in limited supply; please check with the church office to determine availability.

Rollerskates/blades       volleyball       basketball

Oblong tables # \_\_\_\_\_       round tables # \_\_\_\_\_       chairs # \_\_\_\_\_

Other: \_\_\_\_\_

Person making reservation \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

SPONSORS (1 adult per 10 children or youth REQUIRED) (2 adults required at all times for use of skateboard equipment)

Person in charge \_\_\_\_\_ Phone \_\_\_\_\_

Comments \_\_\_\_\_

Number expected to attend \_\_\_\_\_

\$ \_\_\_ fee required to reserve date on church calendar

Enclosed

Payment will be made by \_\_\_\_\_

## **INFORMATION ABOUT RESERVING THE FAMILY LIFE CENTER**

1. In order to have use of the Family Life Center facilities, two adult church members must be designated as the persons in charge. They will supervise the entire program, and one adult must be in each area requested/reserved.
2. Please verify the date, time, and other arrangements which have been confirmed. If there is any change whatsoever, or a cancellation, you are responsible for notifying the church office at 323-9379 at least one week in advance.
3. You are responsible for providing an adequate number of sponsors for the group. (One adult per ten children or youth is REQUIRED.) The Church will provide a skeleton staff in charge of the operation of the building and equipment, or alternatively, arrange for keys to be made available to the person(s) in charge. Please confirm with the church office..
4. You will be restricted to the use of the areas which you have reserved. Other areas will be "off limits."
5. There will be additional requirements if your reservation requires the use of any of the kitchens. Check with the church office.
6. All food or drink must be kept in designated areas. No eating or drinking in the stairwell or any other area not designated as an eating area.
7. NO SMOKING IS ALLOWED IN ANY PART OF THE BUILDING OR AROUND THE CHURCH GROUNDS. PLEASE MAKE CERTAIN THAT YOUR GUESTS ARE AWARE OF THIS RULE.
8. Your preferred reservation date is subject to change or cancellation because of the church calendar.

### **SCHEDULE OF FEES**

**Basketball/Volleyball games — \$25.00 per session**

**Skateboard Park — check with office**

**Parties, receptions, kitchen use — \$100.00 (minimum)**

**Lock-in retreats — check with office**

**I have read and understand the requirements set forth above. I agree to abide by all facilities use rules of Emmanuel Baptist Church. I am aware that I am the guest of the church and will exhibit the same concern for the facilities as I would for my own home and remembering that this is God's house.**

**Signed** \_\_\_\_\_

**Confirmed by EBC** \_\_\_\_\_