



Emanuel Lutheran Church Building Use Request Form

149 West William Street ▪ Corning, NY 14830
607/936-4268 ▪ facilities@emanuelcorning.org
www.emanuelcorning.org



Date of event: _____ Start/End time of event: _____

Organization: _____ Contact person: _____

What type of event: _____ # of people expected: _____

Room and Equipment requested: Fellowship Hall \$75 Kitchen (additional \$25)

Early entry request to set up the evening before (additional \$25)

Statement of Liability-

The person/organization requesting the use of Emanuel Lutheran Church facilities hereby absolves the church of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage incurred while on the premises of Emanuel Lutheran Church. It is further noted that Emanuel Lutheran Church assumes no responsibility for any licenses or permits required to comply with the law for this event; compliance with the law is the sole responsibility of the user of the facility. Please pay attention to personal property and valuables - the congregation is not responsible for theft or damage to personal property. Maximum group is 100 persons including children.

- *I further agree the facility will be left clean and orderly after use.*
- *Decorations may be attached to walls and doors with removable tape that won't damage the surface. They must be removed immediately and completely following the event.*
- *Garbage should be contained in plastic bags and placed in the outside containers near the tool shed. Please put recyclables in the correct container with the green lid. If your trash exceeds the capacity of the dumpster, you must take it with you. No trash is to be left in the facility, including decorations, etc.*
- *The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. Any spills on floors or furniture should be cleaned up.*
- *If use of the kitchen is included, it is to be used only for preparation and re-heating of brought-in food. No full meals should be cooked there. Please leave the kitchen as you found it— no dirty dishes in the dishwasher, counters should be wiped clean, etc.*
- *No smoking, alcohol, or games of chance are allowed anywhere in the building.*
- *The facility doors and windows should be locked, lights turned off, thermostat set back to 60°F, and key placed on the kitchen counter or dropped in the mail slot when exiting the building.*
- **Emergency scheduling conflicts:** *We reserve the right to pre-empt any facility use for our own cases of emergencies, such as funerals. Notice will be provided as early as possible.*

Please mail (or drop off at church office) this signed Statement of Liability with your check marked 'Building Use Donation'. Payment must be received before temporary key will be given.

Make check payable to: **Emanuel Lutheran Church**
149 West William Street, Corning, NY 14830
Attention: Building Use

In submitting this form, I indicate that I have read and agree with this building use policy as stated on page 1 of this document.

Signature of responsible party: _____ Date: _____

Please print:

Name: _____

Address: _____

Phone #: _____ Cell #: _____

E-mail: _____

Approved by: _____ Date: _____

Special Notes: _____

**Though donations from non-profits and members are not necessary, they are appreciated in order to help cover custodial, administrative and utility costs. Your help makes it possible for us to continue to share our building with the community.*