



Building Usage Request

Date requested: _____

Time requested: _____

Purpose: _____

Rooms requested: _____

If worship center requested will sound system/audio visual system be needed? _____

Who will be responsible for the equipment? _____

Is this a youth event? _____

Name and contact number of adult in charge _____

How many adult leaders will be present? _____

How many youth will be present? _____

Does your organization have a child protection policy? _____

If yes, please supply proof that lead adult has been certified.

(Epiphany's child protection policy state that the Adult to youth ratio be no more than 1:8)

Will you need to pick up a key to the building? _____

If yes, when will you come to the office to pick it up? (Office Hours M - Th 9-4, F 9-12)

When will you return the key? _____

Saturday Building usage: Epiphany's cleaning service cleans our building between 3pm and 6pm on Saturday afternoon, will you accommodate our contracted cleaning service?