



# EMMANUEL CHURCH ROOM RESERVATION

Group or Organization \_\_\_\_\_

Contact Persons (1) \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_

Contact Person (2) \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_

Event Name \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Type of event (meeting, concert, etc.) \_\_\_\_\_

Suggested Donation for one time use of Addicks Hall and/or Maryan Room is \$100, \$150 if this includes use of the kitchen

Please consult with the Rector concerning donations for weekly or monthly use.

Room requested \_\_\_\_\_

Time \_\_\_\_\_

Estimated # attendance \_\_\_\_\_

Set up time \_\_\_\_\_

Special needs (Please include quantity)

Chairs \_\_\_\_\_

Round Tables \_\_\_\_\_

Long Tables \_\_\_\_\_

Kitchen use \_\_\_\_\_

Piano \_\_\_\_\_

Other (subject to availability)

\_\_\_\_\_  
\_\_\_\_\_

Groups/Organizations are responsible for setting up and returning room to original condition.

**Contact Information:** The Reverend Canon Dr. Mark Gatza, Rector

PO Box 628  
303 North Main Street  
Bel Air, Maryland 21014

410 838-7699 Office  
443 752-0573 Cell  
[mgatza@emmanuelbelair.org](mailto:mgatza@emmanuelbelair.org)

## Emmanuel Church – Room Use Policies

1. Applications for use of the space are subject to the approval of the Rector in consultation with the other members of the church staff.
2. Groups must provide evidence of insurance, a copy of the policy or letter from the insurance agent.
3. Groups must bring a first aid kit to the event(s).
4. There is no smoking in the buildings.
5. Driveways may not be blocked except in the event of unloading/loading.
6. If a group desires to serve alcoholic beverages, be aware of the following restrictions:
  - a. Permission must be obtained in advance from the Rector.
  - b. Only beer and wine may be served only if an equally attractive non-alcoholic alternative is provided.
  - c. Alcoholic beverages may not be left unattended. There is to be no “self-service.”
  - d. The alcohol use policy of the Diocese of Maryland shall be followed.
7. Groups are to provide their own cooking utensils and serving items. The church cutlery, dishes and glasses are not for rent. Nothing may be left at the
8. Furniture is to be restored to its original place, or to a particular configuration as necessary.
9. Areas used are to be left broom clean. Trash must be bagged and left on the back porch.
10. Doors must be locked upon leaving.
11. Renters must be at least 25 years of age.