



Eugene Masonic Cemetery
ASSOCIATION

PO Box 5934, Eugene, OR 97405

EMCA GROUNDS AND FACILITY USE APPLICATION

Organization or individual requesting use:

Contact person's name, email, phone information, and postal address:

Grounds and/or Facility to be used:

Date(s) of Use:

Time needed, including your set-up and clean-up time: From _____ to _____

Approximate number of participants:

Is an admission fee charged or donation suggested? Yes/no If yes, please elaborate.

Will you be providing food and/or beverages? Yes/no If yes, please elaborate.

Will you be providing alcohol? Yes/no If yes, please elaborate.

Purpose of Use (Explain **in detail** both the purpose and the ways in which the facility and grounds will be used to meet this purpose):

☐ We/I agree to have and, if necessary, pay for, an EMCA-approved representative to be present throughout the event, including setting up and cleaning up.

Organization Representative

Date

EMCA Representative

Date

Please return the completed form to EMCA, PO Box 5934, Eugene, OR 97405 or emca1859@gmail.com.

The Events and Outreach Committee will review your application within a month of its receipt and will make a recommendation to the EMCA Board. The Board will act on this recommendation at its monthly Board meeting. You will be informed of the outcome soon after the Board decision is made.