FACILITY RENTAL FORM Church:_____ Payment for facility use is to be given to Address: the secretary upon booking. Checks are to be payable to:_____. Phone: ___-__; Fax: ___-___ Email: Name of Person/Group Booking Event: Name of Contact Person (if different from above): Phone: Type of Function:_____ Date Required: Month Date Year S M TH S **Time(s) Required**: (Set-up and clean-up times must be included in the hours) То ____ \square AM AM Event Start Time: PM PM Rehearsal time required? ves Date and time: no **Facility or Service Rental Fee* Total** Church Rental – \$____/day (for Weddings this includes a \$.00 \$ rehearsal date/time) \$.00 Open/Close fee (see #4a on reverse) \$ \$ Set up fee (see #4b on reverse) .00 Clean up fee (see #4c on reverse) .00 B Damage Deposit (please provide separate check) .00. \$.00 *Denominational Functions: No fees, however, group must provide own refreshments. \$ Total □ Sound System and PowerPoint: If renter requires the use of the sound system and/or Powerpoint, the church secretary will direct you to a person who is qualified to run both systems. Payment is made directly to the person that the renter has made arrangements with. Furniture/Kitchen Requirements (please indicate **Equipment Requirements** number required) Tables—Round Overhead Projector/Screen TV/VCR Chairs Podium/Dais **Tablecloths** Portable Mic/Speaker Coffee Urns □ 100 cup □ 12 cup Additional Microphones Refrigerators Keyboard Dishes & Cutlery Organ

Revised:

CHURCH

RENTAL POLICIES AND RATES

	1. Please include a fax number so confirmation can be faxed to you. (There is space on the front of this form for your number).					
2.	This church is a smoke-	free bui	lding.			
3.	3. Confetti or rice is not to be used within the church facility or on the church property.					
4.	a) open/close the buildib) set up tables, chairs,c) clean up, i.e., put aw	ing — S etc. — ay table		op floo		
6.	All renters ordinarily will conduct their functions to permit the closing of the facility by pm Monday to Friday and by pm Saturday and Sunday. (In certain circumstances, these times may be extended).					
7.	Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility. All fees for rental of facilities and equipment are payable toChurch and delivered to the secretary upon bookingwill pay its staff as required. A damage deposit of \$ is required. Damage deposit will be returned to renter if facilities are left in satisfactory condition (determined by staff).					
8.			s term of this agreement that irch, as a result of the rental of			urch for any costs or damages
9.	All bookings and arrang	gements	must be made through the cl	nurch se	ecretary at least two wee	eks prior to the event.
10.	Bookings and arrangem	ents in	unusual circumstances may b	e direc	ted to the Committee of	Administration for approval.
11.			be given if cancellation noti e-half of the payment will be		•	prior to the event. Anything
_	natures on this form indi		RENTAL AG	the ter	ms and conditions, and	the approval of the
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Faci	lity Rental to be paid in			cm		_
	lity Rental to be paid in ter's Name:			\$		Date:
	_	full alo	ong with this form:	\$		Date:
Ren	ter's Name:	full alo	ong with this form:	\$		Date:
Ren	ter's Name: Please p	full alo	ong with this form:	\$		Date:
Ren	ter's Name: Please p	full alo	ong with this form:	\$	Confirmation sent	