

Rental Application

Prospective Renter Information

Name of Organization _____

Contact Person: _____

Email Address: _____

Phone Number: _____

Scheduling Information

Purpose: _____

Period of Agreement: _____ One Time Use _____ Recurring Use

If recurring, date(s) of use: _____

Starting Date: _____ Ending Date: _____

Starting Time: _____ Ending Time: _____

Requested Facilities Information

Number of expected attendees: _____

Room(s) requested:

_____ Sanctuary _____ Multipurpose Room

_____ Chapel _____ Classroom

_____ Undercroft _____ Other: _____

Equipment requested (*indicate quantity desired*):

_____ Tables _____ Kitchen Facilities

_____ Folding Chairs _____ Other Requests (*please specify below*)

Please list any large equipment or supplies to be brought in (A/V or DJ equipment, furniture such as additional chairs/tables, catering supplies, mats, etc.)

Will alcohol be served at this function?

If so, please provide details (E.g., wine/beer only, wine/beer/liquor, etc. Please note that alcohol service is forbidden if minors are present.)

Insurance Company Contact Name & Number: _____

Policyholder Name: _____

Policy Number: _____

Please note that Renter is responsible for cleanup after each event, including making sure all trash is removed from the premises. If rented space is not returned to its original state of cleanliness, the security deposit may be withheld and/or cleaning fees and damages may be deducted from it.