Application For Rental of Church Facilities

Date of Application: ___/___/_____
(mm / dd / year)

Name of Applicant: _____Title: _____ Telephone # _____

Name of Organization (if applicable): _____

Address of Applicant/Organization: _____

Person(s) Responsible For Event: _____Telephone # _____Cell Phone # _____

NATURE OF EVENT: ☐ Wedding ☐ Recital ☐ Others _____

RENTAL FEES (2 hour minimum rental):

	Member	Non-Member	Refundable Security Deposit
Hall	☐ $75.00/hour	☐ $100.00/hour	$200.00
Multiple Purpose Room	☐ $50.00/hour	☐ $75.00/hour	$100.00
Classroom	☐ $50.00/hour	☐ $75.00/hour	$100.00
Kitchen	☐ $250.00	☐ $350.00	$250.00

CLEANING CHARGES (If not cleaned following event):

☐	Hall	$200.00
☐	Multiple Purpose Room	$100.00
☐	Classroom	$100.00
☐	Kitchen	$250.00

EQUIPMENT REQUEST:

☐ Chairs (#)_____ ☐ Tables (#)_____ ☐ Coffee Pot _____

☐ Others (Please specify) _____

☐ Description of Setup: _____

_____

_____

Date of Event _____ Start Time: _____ End Time: _____
Rehearsal Date _____ Hours: _____
No. of Guests: _____
Food: ☐ None ☐ Full Meal ☐ Refreshment ☐ Coffee/Tea

If this application is approved, the POLICY AND GENERAL GUIDELINES FOR USE OF CHURCH FACILITIES AND PROPERTY will be observed. The above named applicant/Organization agrees to follow all Church policies and assumes all responsibility for damages, loss, or other liabilities arising from the use of the Church facilities.

Signed: _____

FOR OFFICIAL USE ONLY

Received: _____ Approved: _____
Church Office Date Chair, Physical Facilities Committee or Designee Date

Assigned to: _____
Council Member on Duty Date

Total Rental Amount: $_____

Prepaid Amount Received: $ _____ Check # _____ Date _____

Amount Due: $ _____ Check # _____ Date _____

After Inspection:

Deposit refund due $ _____
Refund Date: _____

Additional amount due $ _____
Paid Ck# _____
Date