

RENTAL / EVENT REQUEST

Today's Date _____ Person Completing Form _____

Event Name _____

Date of Event _____ Number of People or Attendees _____

Event Start Time _____ Event End Time _____

Room Number or Multiple Rooms Requested _____

Set-up and Take down is 30 minutes prior and after Event

Additional Set-up Time or Date (if approved by Facility Staff) _____

Contact Name _____

Phone _____

Mailing Address _____

Email _____

Examples of Equipment Reserved

Round Table, 5 foot _____

Rectangle Table, 8 foot _____

Rectangle Table, 6 foot _____

Folding Chair _____

(There are more resources available in Planning Resources)

Room Reserved in Planning Resources

Date: _____

Technical Resources:

Auditorium/Art Center/Chapel:

Audio/Video: Sound System

Large Screens

Sound Booth

Room:

Audio/Video

All Tech needs must be approved by Marc Foss

TECHNICAL NEEDS ARE AN ADDITIONAL COST

Notes: _____

Office Use : *All Rental Request must be discussed with Facility/Technical Staff*

Room cost per hours _____ Number of hours _____ Total Cost _____

Payment Received:

Date _____ Check Number _____ Amount _____

Name/Address if different from event contact _____

Rates vary according to Size of Room and Technical Needs and Length of Event

Renter: _____ Facility Staff: _____ Tech Staff _____

(Signature)

(Signature)

(Signature)

RESERVATION REQUIREMENTS

PLEASE RETURN WITH PAYMENT

With this Rental Agreement I accept responsibility for the following:

- 1) All church equipment that is used will be cleaned and put back in the location it was taken from. The renter is responsible for setting up the room (including chairs in the gym) and returning the room to its original state. If furniture, chairs, tables etc. are moved, they **must** be put back.
- 2) All garbage will be removed from the premises by renter. Garbage bags can be found in the kitchen under the sink by the wall and a dumpster is located in the back of the building. **Recycling:** there are 2 bins located by the pop machines in the back hall for cans and bottles. Don't worry about paper. To get outside, use the door by the nurseries, but, be aware that these doors lock automatically when closed.
- 3) Any destruction of church property while the facility is under contract is the responsibility of the signed party.
- 4) If you are using the kitchen, it can be used for set up or storage of food (there is a small freezer located in the kitchen on the east wall for ice cream, etc.) **You cannot use the stove or oven. You may use the refrigerator and freezer for storage for what items you bring. Please don't use items others have stored in the refrigerator and freezer.**
- 5) If you are the last to leave the building, please turn off all lights. The security lights will remain on (you cannot accidentally turn them off.)
- 6) No smoking or alcoholic beverages are allowed on the premises.
- 7) Enter and exit using the front doors. Call the office for instructions on locking up the building. When locking up, all doors must be locked.
- 8) The sound, light and video equipment will not be operated except by the designated agent of Community Church. The audio team has the final say regarding any aspect of the sound system use, including volume. **TECHNICAL NEEDS ARE AN ADDITIONAL COST IF REQUESTED**
- 9) Upon receipt of deposit - you will be sent a bill for the balance due. Payment is due 10 days prior to the event.
- 10) The fee charged will be for the total amount of time the room is reserved. This includes the teardown and setup time.
- 11) The renter is responsible to bring in any paper products needed: cups, plates, napkins, utensils, etc. The church supplies are not available for use.
- 12) Certificate of Liability if needed

Print Name: _____

Signature: _____