



Church Facility Rental Request Form

Please complete this form to request rental of church spaces. All rentals are subject to availability and require approval by church leadership. Submission of this form does not guarantee approval. A security deposit and signed agreement may be required.

Renter Information

Name of Renter/Organization: _____

Contact Person (if organization): _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Event Information

Event Type (e.g., concert, meeting, community event): _____

Event Title or Purpose: _____

Requested Date(s): _____

Event Time (Start - End): _____

Expected Attendance: _____

Is this a recurring event? ☐ Yes ☐ No If yes, explain: _____



Facility Areas Requested (check all that apply)

- ☐ Sanctuary
- ☐ Fellowship Hall
- ☐ Kitchen
- ☐ Classrooms
- ☐ Parking Lot
- ☐ Audio/Visual Equipment
- ☐ Other: _____

Setup and Support Needs

- ☐ Tables and Chairs
- ☐ Sound System
- ☐ Projector/Screen
- ☐ Custodial Services
- ☐ Parking Attendants
- Other: _____

Terms and Conditions

1. A security deposit and rental fee must be paid in advance.
2. The facility must be left clean and in the same condition it was found.
3. No smoking or alcohol is permitted on the premises.
4. Church leadership has the right to deny use of the facility.
5. Any damages incurred will be the responsibility of the renter.
6. Events must align with the values and mission of the church.
7. All activities must conclude by the agreed-upon time.
8. Use of sound or media equipment requires trained personnel.



Agreement

By signing below, I agree to abide by the policies and responsibilities outlined in this form.

Signature of Renter: _____ Date: _____

Church Representative Approval: _____ Date: _____

Rental Fee: _____ Deposit: _____ Balance Due: _____