

Georgetown Christian Reformed Church Non-Member Facilities Use Request Form

Renter's Name _____ Date _____

Renter's best contact # _____ Purpose of Use: _____

Date of Event: _____ Time of Use: _____ Number of Persons: _____

*Please make out two checks: one for the rental fee and one for the deposit.
Please do not write the date on your check.
We will date and cash the check during the month of the requested rental.*

Request:

Wedding \$ 850 _____
 • See Non-Member Wedding Rental Sheet for details

Activities Center, \$300 *plus* \$50 deposit _____
 (Holiday, Graduation, Family Gathering)
 Includes:
 • *Activities Center*
 • *Kitchen*

Gathering Area \$150 *plus* \$50 deposit _____
 (Baby & Bridal Showers, Birthdays, Anniversary, Creative Memories Crops)
 Includes:
 • *Gathering Area*

Courtyard \$100 *plus* \$50 deposit _____

Sanctuary \$250 *plus* \$50 deposit _____
 Includes:
 • *Sanctuary and Gathering Area*
 • *By Approval Only*

Other Rooms and their fees that can be added to above:

Gathering Area \$50 _____
 Kitchen \$50 _____
 Courtyard \$50 _____
 Other: (some usage and rates are subject to Facilities Team Review) _____

Total _____

(Please make out one check for the rental fee and a separate check for the deposit fee)

General Rules and Requirements:

- The renter will set up and take down all necessary tables and chairs. The custodian will unlock the door to access the tables and chairs.
- The renter will take out all garbage from the event and put it in the dumpster on the West side of the building.
- The renter will vacuum the rented space using the vacuum in the storage room behind the kitchen.
- All those under the age of 18 must be supervised by an adult at all times.
- Prohibited: Smoking on Georgetown's campus, alcoholic beverages, firearms or any other weapons, or animals or pets.

By signing below I agree that this rental does not include the use of Georgetown CRC's paper products or coffee, nor does it include the use of the espresso or cappuccino machines. I also will be responsible for any damages to church property that occurs in conjunction with this rental, including broken or missing gaming equipment. I have read, understand, and will abide by Georgetown CRC's Facilities Use Policy.

Signature _____ **Date** _____

<i>Office use only</i>	
Authorized use approved by _____	
Today's Date _____	
Fees Collected _____	Check Number _____