

Please Print

Temple Terrace Presbyterian Church
Facility Rental and Terms of Use

Date of Occasion \_\_\_\_\_

Occasion (wedding, reception, meeting, etc.) \_\_\_\_\_

Room requested \_\_\_\_\_ Time span needed for this room \_\_\_\_\_

Room requested \_\_\_\_\_ Time span needed for this room \_\_\_\_\_

Room requested \_\_\_\_\_ Time span needed for this room \_\_\_\_\_

Number of People Expected \_\_\_\_\_

Contact Person (name) \_\_\_\_\_ (phone) \_\_\_\_\_

(address) \_\_\_\_\_

Responsible party (if different from contact person) \_\_\_\_\_

(address) \_\_\_\_\_ (phone) \_\_\_\_\_

Terms of Use (read carefully):

- Checkboxes for terms of use: All activities must be consistent with the church's witness to the world, I checked the church's calendar for date/time conflicts, Deposit required upon setting date, No alcohol is permitted anywhere in the building or on the grounds, Smoking is prohibited inside the building, Rental party agrees that the facilities will be treated with care, If you will be using the Fellowship Hall, please attach a diagram of set-up, Other.

I agree to the terms above:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

FOR CHURCH OFFICE USE ONLY

- Checkboxes for church office use: Calendar checked for availability, Consistent with Mission Statement

Deposit Ck # \_\_\_\_\_ Date Rec'd \_\_\_\_\_

Balance Ck # \_\_\_\_\_ Date Rec'd \_\_\_\_\_

Facilities Committee Approval

Date