

Church Rental Form

Contact

Today's Date _____

Name _____

Phone Number _____

Email _____

Best way to contact person

Phone ☐

Email ☐

If phone is the best way, what times
are best to call?

Rental Reason

Event date _____

Type of Event
(example: graduation party, exercise
class, business presentation, book
discussion group, computer class)

Frequency of Event

one time ☐

weekly ☐

monthly ☐

other (please describe)

If event is NOT one time, how many
weeks, days, or months is the rental
needed

Size of Event

Number of expected participants

Needs:

What do you need for your event?

Chairs - how many _____

Tables - how many _____

Podium _____

Electrical outlets (for presentations or
computers if it is a class)

Kitchen ☐

Coffee Urns ☐ How many?

Other
