

Central United Church Facility Rental Request Form

Please complete this form in full to request a rental of our facilities. Once submitted, your request will be reviewed by the Rental Committee for availability and alignment with church policies.

1. Applicant Information

Group/Organization Name:	_____ _____
Primary Contact Name:	_____ _____
Phone Number:	_____ _____
Email Address:	_____ _____
Organization Type:	<input type="checkbox"/> Non-Profit/Community Group <input type="checkbox"/> For-Profit Business

2. Event Details

Nature of Event:	_____
Date(s) Required:	_____
Time (Start/End):	_____
Expected Attendance:	_____

3. Facility & Technical Needs

- Spaces Requested: (e.g., Sanctuary, Hall, Kitchen, Meeting Room)

- IT/AV Requirements: (e.g., Sound, Projector, Mic)

4. Acknowledgement & Agreement

By checking the boxes below, you acknowledge and agree to the following terms:

- Values Alignment: Our group's activities are consistent with the values of Central United Church.
- Church Priority: We understand that Church ministry (e.g., funerals) takes precedence and we will work to accommodate scheduling changes if an urgent need arises.
- Substance Policy: We agree that the use of alcohol and cannabis is prohibited, unless specifically authorized in writing by the Congregational Council.
- Maintenance: We agree to leave the premises in the same condition as found (cleanup, furniture returned).
- Insurance: We will provide a Certificate of Insurance (COI) naming Central United Church as an additional insured prior to the event.
- Payment: We agree to pay the full rental fee in advance via post-dated cheque or e-transfer.

5. Authorization

I am authorized to sign on behalf of the organization listed above and agree to the terms and policies of Central United Church.

Signature: _____

Date: _____