

BUILDING RENTAL INQUIRY FORM



**Plymouth
Church**
UNITED CHURCH *of* CHRIST

Name of Group: _____

Contact Person: _____

Rental Date Requested: _____

Time of event: _____ Estimated Attendance: _____

Address: _____

E-mail: _____

Phone: _____ Alt. Phone: _____

Building Room/Hall Requested: _____

Purpose of Rental/Event: _____

Extra Equipment (please indicate what you need and how many):

Tables: # _____

Chairs: # _____

Sound System: _____

Stage: _____

Primary Signature: _____ Date: _____

STAFF USE ONLY:

Request Accepted: _____ On the day of (date): _____

Added to Calendar: _____ On the day of (date): _____

Request Declined: _____ On the day of (date): _____

Group/Primary Contact Notified: _____ On the day of (date): _____

Contract/Letter of Agreement Sent: _____ On the day of (date): _____

Payment Received: _____ On the day of (date): _____

Signature: _____ Signature: _____ Date: _____

Approved by: Paul Holter, Facility Manager

Head of Staff