

Procedure for Rental of Church Space

1. Fill out attached Facility Rental Agreement.
 - Date Requested and Contact Number are most important.
2. Bring completed form into Administration Office during Office hours.
 - The office is open Tues. and Wed. from 9:30am – 12:00pm.
3. Speak with Administrator about details on number of people and type of event as well as availability of dates that are on completed form.
4. **Non-Refundable** Deposit of \$25 is required at the time of booking. Payment in full must be received 1 week prior to event to secure the booking.¹

¹ Rev.01-10/2023 (Procedure For Rental of Church Space)