

**Reservation Request**

User/group/organization \_\_\_\_\_

Description of event \_\_\_\_\_

Primary contact \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Requested event date \_\_\_\_\_ Set-up time \_\_\_\_\_

Event start time \_\_\_\_\_ Closing time \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Use of church sound system (free, but a qualified operator must be provided)  Yes  NoThe church's Kawaii electric piano can be rented for an event, cost \$100  Yes  NoWill wine, beer, or other spirits be served?  Yes  NoWill food and/or beverages be served?  Yes  No

If yes, who will provide food and/or beverages? \_\_\_\_\_

Can you provide a certificate of third-party liability insurance?  Yes  No

I understand and agree to the following:

- I agree to abide by pandemic health regulations as mandated by the church.
- My group is responsible for opening and closing the church and for security while occupying the building.
- Persons and property will be respected while my group is using the building.
- I will obtain all applicable insurance and permits.
- My event is not scheduled with the church until the rental contract has been signed.

Signed,

\_\_\_\_\_ Date \_\_\_\_\_

**Rental Rates**

- Weekly renters upstairs or downstairs with whom we can share the building: \$35/hour.
- Weekly renters who need the whole building, due to noise or use: \$45/hour
- One-time rentals: \$55/hour (four-hour minimum charge)

*\*Weekly renters are those with a minimum contract of four months*

**Other Costs**

Use of the church's Kawaii electric piano: \$100

Non-refundable reservation deposit \$50

Security deposit for weekly renters on request

Security deposit for events: \$150

**Sound**—Use of the church's sound system is free but at the user's own risk, and a qualified operator must be provided. Aside from the pulpit microphone, the church does not provide mics.

**Garbage and Recycling**—Garbage and recycling generated by the use of the church must be removed from church property after the event.

**Parking**—There is room for six to eight cars at the back of the church. There is street parking on Echo, in front of the church, and on Graham, a block to the north. Outside of school hours, community members leave their vehicles in the parking lot at Immaculata High School

**Accessibility**—A ramp provides access to the lower level of the church on the west side. Inside, a ramp leads to washrooms and offices at the east end of the building. An elevator provides access to the worship space on the second floor.

**For Recurring Events or Series, Dates Requested**

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**Notes**

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