

# Hope Moravian Church

## Facility and Rental Request Form

DESCRIPTION	NON MEMBER FEE	MEMBER FEE
Fellowship Hall/Kitchen	\$50.00	waived
MOC Gym Only	\$100.00	waived
MOC Kitchen Only	\$100.00	waived
MOC w/Kitchen	\$200.00	waived

- All requests should be made and approved through the church office and this request form must be filled out at the time of the request. All rental fees should be paid to Hope Moravian Church before the date of the usage.
- The facility should be left exactly how you found it. Table and chairs should be put away where they belong, all trash should be taken out to the dumpster, and sweep if necessary. **Table covers are NOT provided by the Church.**
- USER is responsible for any damages to the church or its property.
- DO NOT shut off air condition or furnace-This should be handled by a staff member.
- NO smoking or alcohol is permitted on the premises.
- Basketball goal can be raised or lowered by a staff member only.

User Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event Date \_\_\_\_\_ Time \_\_\_\_\_ Event Purpose \_\_\_\_\_

Facility Requested \_\_\_\_\_

***Hope Moravian Church insurance does NOT cover non-members for any injuries sustained while on our premises when renting them.***

I understand that this building is designed for Christian usage and I pledge to abide by the rules of the church and under the approval of the board.

Signed \_\_\_\_\_

Date: \_\_\_\_\_