



High Level Christian Fellowship

Box 486, High Level, Alberta T0H 1Z0
(780) 502-1372 hlcsec4now@gmail.com

Facility Rental Application Form

Date Application received: _____ (to be completed by church personnel)

Application received by: _____

Application received from: _____

A. User Information (Cannot be rented for For-Profit events)

User Name: _____

Representative (if group): _____

Contact Number: _____

Email Address: _____

B. Event Details

Event: _____

Event Details: _____

No event(s) deemed contrary to High Level Christian Fellowship's *Statement of Faith* (copy may be requested) will be approved. _____ (initial)

Rental Date(s): _____

Time In: _____ Time Out: _____

Estimated Attendance: _____

Are you charging? _____

Private or public event? _____

I understand that this is an **application** for rental, and in no way a binding agreement to rent the facilities of High Level Christian Fellowship (HLCF). All applications will be turned over to the Administration Committee Chair for consideration, after which I will be contacted. *HLCF retains the right to deny rental of the facility for any reason.* Applications will be processed in as timely a manner as possible – please remember this is a volunteer board. Approved applications must be followed up with a completed **Rental Agreement**.

Print name: _____

Signature: _____

Potential Costs (\$5 million liability insurance is required for rental) _____ (initial)

| | |
|---|---------------------------|
| Sanctuary which includes the Fireside Room | \$50/hour (max \$200/day) |
| Fellowship Hall (includes Parent Room & Nursery) | \$30/hour (max \$100/day) |
| Kitchen which includes the Fellowship Hall | \$50/hour (max \$200/day) |
| Other Rooms | \$30/room/day |
| Pianist/Musician | \$25/hour (max \$200/day) |
| Sound Technicians | \$25/hour (max \$200/day) |
| Food Director | \$25/hour (max \$200/day) |
| Janitor | \$25/hour (max \$200/day) |
| Additional Personnel _____ | \$25/hour (max \$200/day) |
| Church Security Personnel (<u>Mandatory</u>) | \$25/hour (max \$200/day) |

Security Deposit of \$300 or 50% of rental (whichever is less)

Print Name

Date

Signature

Administration Committee Approval **YES NO**

Administration Chair Signature

Date