



Jordan Station United Church

The United Church of Canada



Rental Request/Agreement Form October 2021 (please print or write clearly)

Name/Group: _____

Contact Person: _____

Address: _____

Telephone: _____

Email: _____

Proposed Rental Date: _____

Purpose of Rental: _____

Check off all your requested spaces: (please refer to Policy & Fees Form for information on each space)

_____ Auditorium/Gymnasium

_____ Sanctuary (requires Trustee Board approval for commercial events)

_____ Commercial Kitchen

_____ Board Room

_____ Office

For Church Use

Date Request Received: _____

Liability Insurance certificate received (date): _____
(to be obtained when Alcohol is being served)

Insurance Certificate (Hold Harmless Agreement) received date: _____
(to be obtained for use of facility)

Deposit for cleaning/damage/rental received (date): _____

Signature of Renter: _____ Date: _____

Signature of Trustee Representative: _____ Date: _____

Rental Payment Received on (date): _____ by: _____

Rental Receipt Issued on (date): _____ by: _____