

# Rental Request Form

## Rental Request Form

*This form is utilized to make a reservation for use of the facility and/or rooms/space(s) in the facility.*

**Date of Event (Required):** \_\_\_\_\_

**Event Start Time (Required):** \_\_\_\_\_

**Event End Time:** \_\_\_\_\_

**Type of Event (Required):**

*(Select only one option)*

- |                                              |                                                      |
|----------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Concert/Play        | <input type="checkbox"/> Sports Activity             |
| <input type="checkbox"/> Wedding Reception   | <input type="checkbox"/> Banquet                     |
| <input type="checkbox"/> Other               | <input type="checkbox"/> Conference                  |
| <input type="checkbox"/> Small Group Meeting | <input type="checkbox"/> Large Group Meeting         |
| <input type="checkbox"/> Community Forum     | <input type="checkbox"/> Mt Moriah Ministry Activity |
| <input type="checkbox"/> Birthday Party      |                                                      |

**Event Description (Required):**

*If Other selected in previous question, please provide a description of the event.*

-----

-----

-----

-----

**Number of Guests/Attendees (Required):** \_\_\_\_\_

**Venue Requested (Required):**

*(Select only one option)*

- |                                              |                                            |
|----------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Conference Room     | <input type="checkbox"/> Gym               |
| <input type="checkbox"/> Gym & Kitchen       | <input type="checkbox"/> Multipurpose Room |
| <input type="checkbox"/> Large Activity Room | <input type="checkbox"/> Large Classroom   |
| <input type="checkbox"/> Unknown             |                                            |

**Name of Event Coordinator (Required):** \_\_\_\_\_

# Rental Request Form

Phone Number (Required): (       ) - \_\_\_\_\_

Email Address of Event Coordinator  
(Required): \_\_\_\_\_

Name of Person Responsible for  
Payment: \_\_\_\_\_

*Only complete if different from Event Coordinator*

Address of Person responsible for payment (Required):

*Only complete if different from Event Coordinator*

Street: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number of Person responsible for  
payment: (       ) - \_\_\_\_\_

*Only complete if different from Event Coordinator*

Email of Person responsible for  
payment: \_\_\_\_\_

*Only complete if different from Event Coordinator*

Signature (Required): \_\_\_\_\_