



REDEEMER
Church

FACILITY USAGE APPLICATION

To be used by members in good standing. For other uses, please contact the Church Office for our rental policy.

Name of Church Member:

Contact Address

Contact Phone # _____ Email: _____

Event Description (use back of form if needed):

Date of Event - 1st Choice _____ 2nd Choice _____

Start Time of Event _____ Ending Time _____

Set up Time _____ Clean Up Time _____

Attendance Estimate _____

Will this event be open to the public? _____

Do you have access to the building (key fob and security code)? _____

Will you serve food and/or beverages for your function? _____ If yes, please give details.



REDEEMER Church

Person responsible for coordinating clean-up. (Building must be cleaned immediately after event and set-up for church or preschool the next day):

_____ (Name) _____ (Signature)

Facilities Needed – ex. Sanctuary, Fellowship Hall, classrooms, kitchen, nursery

Equipment needed and room arrangements, if provided by the church (sketch or use back if necessary): tables, chairs, audio/visual. (use of a Redeemer approved sound/slide tech is required).

This completed application should be submitted to the Church Office (office@redeemerevans.org) at least 45 days prior to event. The Session must approve all requests for use of facilities.

By submitting this application, I agree to abide by the statements of belief for Redeemer Church and the rules for building usage. I agree to be financially responsible for any damage or harm to the church property, building, church grounds, or contents during the time of the event.

Signed: _____ Date: _____