

Old Steeple Community Church

Sanctuary Rental Form, Policies, & Fees

	<u>Two or more Hours</u>	<u>Two or less Hours</u>
Sanctuary Use	\$300	\$200
Sexton	\$125	\$125

PAYMENT IS DUE WHEN RENTAL FORM IS BROUGHT TO THE CHURCH OFFICE.

Smoking is not allowed. We are a smoke-free facility.

The group will be responsible for returning the space in the same condition in which it was found.

The group will be liable and may be billed for any damage to the building or property that occurs as a result of this event.

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Please complete the below and bring it to the church office at your earliest convenience, or email to: oldsteeple@optonline.

The rental request is then reviewed by the Trustees of Old Steeple Community Church.

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SANCTUARY RENTAL FORM

Today's Date _____

I have read and agree with the Old Steeple Community Church sanctuary fees and rules:

_____ please print name

Signature _____

Board of Trustees Signature _____ Date _____

Date of event _____ Type of event _____

Event beginning time _____ Event ending time _____

Contact phone # _____ Secondary phone # _____

Email address _____