



Building Use/Room Rental Form - (revised October 2022)

Please print, read and fill and return to the Prince of Peace main office via in-person or email

Event Name: _____ Type of Sponsorship: _____
Reason for Event: _____
Contact Person: _____
Phone: _____ Email: _____
Event Date/Time: _____ From: _____ circle: AM PM To: _____ circle: AM PM
Event Location: _____ Frequency: _____
Expected Attendance: _____

Guideline/Permission Request: Prince of Peace building use or room rental

At least a month prior to the event, the host of the event must inform the Church Office that they wish to fill out an 'Building Use/Room Rental Form'. *Approved on a case by case basis*

1. All Prince of Peace Property shall be respected by all who attend.
2. Renter/host(s) will supervise those in attendance to avoid potential property damage
3. Prior to leaving the property, renter/host(s) will do a final walk through to make sure all lights are turned off, and all bathrooms are cleaned up.
4. Furniture that has been moved will be placed back in its original position.
5. The serving of food or drink throughout any part of the church must be cleared with the Church office.
6. NO SMOKING is allowed inside of Prince of Peace
7. If damages do occur, the renter/host(s) must inform the Office Administrator within 24 hours of the conclusion of the event.

Fee Scheduled

From the Fee Schedule, please write down below what is needed for your event/meeting

Building Area: _____
Custodial Care: _____
Additions: _____
Total Cost: _____ To be paid by: _____

The signer has read the guidelines above and confirms the policies as stated. The signer also understands that if the breaking of any guideline or policies occurs, they will be fined an additional \$50/person.

Please sign and return to the Prince of Peace Office for approval processing.

Signature

Date

Prince of Peace Official Approval Signature

Date