



# BUILDING RENTAL REQUEST FORM

*Fremont pricing:*

Deposit: Same as Rental Fee  
 Classroom (\$50) each  
 Lobby (\$100)  
 Clubhouse Room (\$75) Kitchen (\$50)  
 Auditorium and Lobby (\$150)

*Omaha pricing:*

Deposit: Same as Rental Fee  
 Classroom (\$50) each  
 Room 110, Treehouse (\$75)  
 Room 112, Woodland (\$75)  
 Lower or Upper Lobby (\$100)  
 Commons, Silo and Lower Lobby (\$300)

*Millard pricing:*

Deposit: Same as Rental Fee  
 Classroom (\$50) each  
 Lobby (\$100)  
 Lobby & Hub (\$125)  
 Auditorium & Lobby (\$250)

**OPTIONAL ADDITIONAL FEES**  
 Set-up \$50 | Tech/Stage Use \$100

**REQUIRED ADDITIONAL FEES**  
 Clean-up \$100

### BUILDING USE:

Please note that we do not permit the use of our building in the case of the following:

- You are promoting a company or business.
- Your event interferes with a church event.
- Your teaching does not adhere to StoneBridge’s values.
- The StoneBridge Daily Operations Department feels that, for any reason, your event will not represent our church positively.
- Your event is scheduled to take place more than 6 months out or less than 2 weeks out (unless otherwise approved).
- This form is not signed or terms are not agreed to, or we do not receive your payment 1 week prior to your event.

### FEES:

- All fees and paperwork are due at the time your reservation is secured.
- All facility rental fees will be deposited immediately.
- All other fees will be deposited immediately following your event.
- The deposit check is held and shredded following your event if all conditions are met.
- Set-up and cleaning fees should be made out to the individual responsible and will be processed following your event.

Contact the Operations Director at [office@sb.church](mailto:office@sb.church) for more information.

### GUIDELINES

Please read and check each line. Then sign and date these guidelines. By signing, you are agreeing to comply with and fulfill the standards set by StoneBridge Christian Church.

#### Check each line:

- The building is only available for renting between the hours of 7:00am and 9:00pm. (Maximum 3 hours per event).
- Your activities and participants must remain in specific room(s) you have rented. All other rooms are off-limits.
- No drinking of alcoholic beverages on any part of StoneBridge’s building and grounds is allowed.
- No smoking is allowed in any part of the building. If smoking outside, please dispose of all cigarette butts properly.
- Children must be supervised by an adult.
- Equipment or property that is damaged or lost as a result of misuse will be repaired or replaced by the person responsible for the event.

I understand that we are responsible to meet these standards set by StoneBridge Christian Church.

\_\_\_\_\_  
 Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date

Revised: 02/2018



# **BUILDING RENTAL REQUEST FORM**

*Contact Information:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Best way to contact you: \_\_\_\_\_

*Building Request Information:*

Date Request: 1<sup>st</sup> Choice: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Time Request (including set-up): From \_\_\_\_\_ to \_\_\_\_\_

Describe the purpose of your event: \_\_\_\_\_

Member of StoneBridge (circle one): Yes No Attend StoneBridge (circle one): Yes No

Approximate number of people planning to attend: \_\_\_\_\_

Campus Requested (circle one): Fremont Millard Omaha

Room(s) Requested: \_\_\_\_\_

Add On(s) Requested: \_\_\_\_\_

*Equipment Requested (at no cost to you)*

Quantity:

- Circular Tables (seat 6-7 people) \_\_\_\_\_
- Rectangular Tables (6ft) \_\_\_\_\_
- Rectangular Tables (8ft) \_\_\_\_\_
- Chairs \_\_\_\_\_
- Other \_\_\_\_\_

<p><b>OFFICE USE ONLY:</b></p> <p>— Approved</p> <p>— Added to Calendar</p> <p>— Price Payable to SB: \$ _____</p> <p>— Price Payable to: \$ _____</p> <p>_____</p> <p>— Paid On ____/____/____</p> <p>— Supervising Person:</p> <p>_____</p>
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