



Kingston Seventh-day Adventist Church

66 Wright Crescent, Kingston Ontario K7L T49

Facility Use Request Form

This rental request form describes your intent to rent Kingston Seventh-day Adventist Church facilities. Completing this form does not obligate you or us; it simply gives us an idea of what your rental needs are. We will review your request and contact you shortly with further information about the rental process and pricing. Thank you for considering renting with us and providing us these helpful details.

CONTACT INFORMATION

Name

First _____ Last _____

Phone number _____ Email _____

ORGANIZATION INFORMATION

Organization name _____

Phone number _____ Email _____

Address _____

EVENT INFORMATION

Event type and description

Event duration: Single day Multiple days

Event date: _____ Start time: _____ End time: _____

EVENT INFORMATION

Expected Attendance

Will you be serving food or beverages during the event?

Yes No

Facilities needed (please check what you plan to use)

<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Elevator
<input type="checkbox"/> Classrooms	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Church field
<input type="checkbox"/> Main washrooms	<input type="checkbox"/> Other _____

Requirements and Requests

Please list all your event needs (tables, chairs, audio/visual, etc.)

Can your organization provide a certificate of insurance?

Yes No

How did you hear about the Kingston Seventh-day Adventist Church?

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (see "Responsibilities after Building Use & Kitchen Etiquette.") Email finished form to kingstonsdainfo@gmail.com