

**BURLINGTON BAPTIST CHURCH**  
**FACILITY RENTAL APPLICATION**

To be completed by the Applicant and returned to Burlington Baptist Church.

Proof of Liability Insurance Coverage for \$2 Million \_\_\_\_\_ Certificate Required

Name of Organization : \_\_\_\_\_

Charitable Organization # \_\_\_\_\_

Name of RENTER: \_\_\_\_\_

Contact : Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

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

Date / Time of Use: \_\_\_\_\_ Include Set-up/Clean-up Time

Weekly or Monthly \_\_\_\_\_

Room Requested \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Fee Charged to Attend: Yes \_\_\_\_\_ No \_\_\_\_\_

Date / Time Building Key is required: \_\_\_\_\_

Key must be returned one business day after the event to the Church Administrator.

Keys are responsibility of the named representative on the form and non-transferable to another person, nor may keys be copied.

\$ \_\_\_\_\_ Total \_\_\_\_\_ Deposit 50% with approval of P&F Team.

A \$150 fee will be charged in the event the facility and equipment are not left in the same condition as prior to rental. \_\_\_\_\_  
RENTER

\$ \_\_\_\_\_ Balance due 2 days prior to event.

Once application is approved by Property & Finance Team, RENTER will read and understand the Terms. I agree to adhere and abide by said terms.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_