



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 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



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Contact Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ - _____ - _____ Fax: _____ - _____ - _____

Email: _____

Best way to contact you: _____

Building Request Information:

Date Request: 1st Choice: _____/_____/_____ 2nd 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>OFFICE USE ONLY:</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>
