



THE **AXIS** CHURCH

BUILDING RENTAL FORM

PLEASE NOTE: ALL REQUESTS NEED TO BE TURNED IN AT LEAST ONE MONTH BEFORE THE PROPOSED EVENT. A FEE WILL BE REQUIRED. THE FEE WILL VARY DEPENDING ON REQUESTED SPACES AND INDIVIDUAL NEEDS. THE AXIS CHURCH RESERVES THE RIGHT TO REFUSE ANY INDIVIDUAL OR GROUP FROM RENTING THE BUILDING FOR ANY REASON.

RENTER INFORMATION

TODAY'S DATE: ____/____/____

REQUESTER'S NAME: _____

*ORGANIZATION IF APPLICABLE: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

ADDRESS: _____

ARE YOU AN AXIS MINISTRY PARTNER? YES NO

EVENT INFORMATION

PLEASE DESCRIBE YOUR EVENT:

WHAT ARE YOUR DESIRED EVENT DATE(S)?:

DO YOU HAVE ALTERNATE DAYS IF THE BUILDING IS UNAVAILABLE?

EVENT START (WHEN BUILDING NEEDS TO BE UNLOCKED)

EVENT END



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PLEASE INDICATE WHICH FACILITIES YOU WILL NEED:

- | | | | |
|--------------------------|--------------------------|------------------------|--------------------------|
| AUDITORIUM | <input type="checkbox"/> | KITCHEN | <input type="checkbox"/> |
| 2ND AVENUE LOBBY | <input type="checkbox"/> | BATHROOM | <input type="checkbox"/> |
| MULTIPURPOSE ROOM | <input type="checkbox"/> | VAN BUREN LOBBY | <input type="checkbox"/> |
| AUDIO/VISUAL | <input type="checkbox"/> | | |

ESTIMATED ATTENDANCE TOTAL:

WILL YOU BE SERVING FOOD/DRINKS

IS THERE ANYTHING ELSE WE NEED TO KNOW ABOUT YOUR EVENT?:

FEE: DETERMINED UPON RECEIPT OF THIS FORM

SIGNATURE: _____

*PLEASE RETURN THIS FORM TO THE CHURCH OFFICE OR EMAIL TO
ADMIN@THEAXISCHURCH.ORG AT YOUR EARLIEST CONVENIENCE AS YOUR RESERVATION CAN
BE CONFIRMED BY THE CHURCH ADMINISTRATION ONLY UPON RECEIPT OF THE ABOVE
INFORMATION. PAYMENT OF 50% DEPOSIT, MADE OUT TO THE AXIS CHURCH IS DUE AT THE
TIME OF APPLICATION APPROVAL.*

ADMIN APPROVAL: _____

DATE: ____/____/____