

RENTAL APPLICATION

Bridgeport United Church of Christ

❖ 621 NE 76th Avenue ❖ Portland, OR 97213 ❖ (503) 258-0992 ❖ theOffice@BridgeportUCC.org ❖

Applications must be submitted to the office staff at least 14 days before the event unless an authorized representative has approved other arrangements.

❖ APPLICANT INFORMATION:

Name of Applicant: _____ Date of Application: _____

If Group, List Authorize Representative(s): _____

Address: _____ Home Phone: _____

_____ Cell Phone: _____

Email: _____ Fax: _____

Bridgeport United Church of Christ Status: Member _____ Non-Member _____

❖ RENTAL INFORMATION:

Date of the Event: _____ Starting Time: _____ Ending Time: _____

Type of Event (description of the event): _____

Number of Expected Attendees: _____ Will This Be an Overnight Rental: Yes ___ No ___

Will Food and/or Drink Be Served: Yes ___ No ___ Is the Serving of Alcohol Intended: Yes ___ No ___

Do You Desire the Use of Our Sound System: Yes ___ No ___ Will the Event Be Catered: Yes ___ No ___

❖ REQUESTED SPACE(S): Check ALL That Apply.

*Please See Rental Rates for Cost

- | | | |
|--------------------------------------|--|--|
| <input type="radio"/> Sanctuary | <input type="radio"/> Upstairs Classroom | <input type="radio"/> Downstairs Classroom 1 |
| <input type="radio"/> Community Hall | <input type="radio"/> Toddler Room | <input type="radio"/> Downstairs Classroom 2 |
| <input type="radio"/> Kitchen | <input type="radio"/> Library | <input type="radio"/> Downstairs Classroom 3 |

❖ DEPOSIT INFORMATION

All deposits are refundable in full provided no damage has been done to the property of Bridgeport UCC and/or cleanup following the event has been satisfactory according to an authorized Bridgeport UCC Representative. All Building Users are responsible for cleaning up after an event in accordance with the cleanup checklist. Deposits may be waived at the discretion of the Church. For information on deposit amounts, please see the section labeled "Deposit Policy" in the Rental Information provided.

❖ INSURANCE INFORMATION

For all gatherings not sponsored by Bridgeport UCC, the user must provide a certificate of insurance in the amount of \$1 million naming Bridgeport UCC as an additional insured. This certificate can be obtained by the user through their home owner's or renter's insurance. Please contact us should your event be unable to obtain this certificate as there may be additional options available.

BRIDGEPORT UCC OFFICE USE ONLY:

Date Received: _____

Application Approved? Yes ___ No ___ If "No," record reason: _____

Rental Fees Amount _____ Deposit Amount _____ Additional Fees _____