

**FACILITY USE REQUEST FORM  
REGINA CHURCH OF CHRIST**

**1825 Rothwell St. S4N 2C3**

**Phone 306 757-1825 Fax 306 757-5727 Email: [office@warmwelcome.ca](mailto:office@warmwelcome.ca)**

Please return completed form to Booking Coordinator at the **church office** as far in advance as possible.

**Rental Rates:**

**Gym-\$25/hour Kitchen - \$15/hour Fireside room - \$10/hour Foyer - \$10/hour  
Class room/Prayer room/\$5/hour Gym/kitchen/Fireside-\$40/hour AV - \$15/hour  
Church Representative on premise (if required) - \$15/hour  
Weddings - \$150 flat fee Funerals – N/C**

Group or Individual requesting use  Date:

Address:

Phone #:  Email:

Date(s) Requested:

If recurring - Start date:  End date:

Time of day: Begin:  End:

Signature of individual responsible for event: \_\_\_\_\_

I have access to the building (key)  I will need access  Key #

Facilities needed:

Kitchen , Gym , Classrooms , How Many   
Foyer , Kitchen , Fireside room , AV Required

Estimated number of people  (Not to exceed 250 seated in gym, 175 at tables)

Facility Rental to be paid in full and submitted in advance with this form:

**Payment Info:**

Amt. \$  Cash/Chq #  Deposit Required:  Amt. \$200.00  
Chq#

Booking Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

The primary purpose of the Regina Church of Christ building at 1825 Rothwell in Regina is to serve its members in worship and provide a place to hold event's that promote its Christian values.

There will be no smoking, no use of alcohol, no gambling, and no use of illegal drugs, including marijuana or the use of vaping or electronic cigarettes on the premises.

The person making the reservations is responsible to make sure the building is properly secured when leaving, no taps or toilets are left running and the building is as clean as when they came in.

The renters/users shall be responsible for all damages that occur while using the facility.

If furniture is moved it must be placed back where found.

The building has an alarm system that is set for 11PM to 7 AM. We request that the renters be out before 10:45 PM. If the alarm goes off please contact:

Scott Wise @ 306-580-3243

Robin Wise @ 306-543-8182

The use of electronic equipment owned by the Regina Church of Christ must be operated by the church's qualified technician. There will be an additional charge for that individual at an hourly rate. This is over and above the regular hourly rental rate.

The use of the church for a wedding will be permitted where the wedding adheres to the definition of marriage as being between a man and a woman. Officiating ministers or marriage commissioners must be approved by the senior pastor.

**The Church of Christ reserves the right to bill for any damages or extra cleaning not covered by the deposit.**

**I understand and agree to this document and will respect and follow the statement of faith as stated.**

**Renter signature** \_\_\_\_\_