

FACILITY RENTAL APPLICATION FORM

Complete the application and submit to ashley.bates@sfcsc.ca or mail to the attention of "Facility Rental" at SFCSC, P.O. Box 43, 4295 Stage Coach Road, Sydenham, ON, K0H 2T0

****Please review the FACILITY RENTAL TERMS AND CONDITIONS before submitting this Application****

Your application will be reviewed and you will be contacted within 48 hours. Once approved, you will be contacted to make arrangements for keys, security codes, and an orientation of the space or equipment.

Applicant Name	
Organization (if applicable)	
Address	
Phone Number	
Email Address	

Date(s) and Time(s) Requested – please be specific

--

Type of use, e.g. committee meeting, social event, performance, fundraiser, business event (Note: dances are not permitted), and expected attendance (Note: Fire Code Maximum Capacity is 150 total), and any other relevant information.

--

Please indicate your request

___ Grace Hall

Equipment

___ Stage (8" risers, max size 12ft x 8ft) Describe _____

___ Audio system (mics, stands, speakers, amplifier/ 8-channel sound board)

___ indicate number of mics and stands (maximum three)

___ LCD video projector & screen

*If SFCSC is setting up, please include floor plan drawing with your application

___ Commercial Kitchen (lower level)