

SPACE RENT REQUEST FORM



Promise Ministries (Form# SRRK 10182022)

APPLICANT			
ORGANIZATION			
SUPERVISOR			
ADDRESS			
CELL.		TELEPHONE	
E-MAIL		FAX	

EVENT					
DATE & DAY OF THE EVENT		TIME			
PURPOSE	(Please write in detail)				
NUMBER OF PARTICIPANTS		CERTIFICATE OF INSURANCE	<input type="checkbox"/> Yes <input type="checkbox"/> No	RENTAL COST	\$
SPACES. PLEASE MARK.	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/>Jerusalem Sanctuary(No food or drink allowed) <input type="checkbox"/>Gethsemane Sanctuary(No food or drink allowed) <input type="checkbox"/>Orchestra Room <input type="checkbox"/>LL Hope Chapel <input type="checkbox"/>LL Faith Chapel <input type="checkbox"/>3FL Shalom Chapel <input type="checkbox"/>4FL Conference Room <input type="checkbox"/>Main Cafeteria <input type="checkbox"/>Others (write the name of the space): </div> <div style="width: 50%;"> <input type="checkbox"/>Bethlehem Sanctuary <input type="checkbox"/>Jerusalem Choir <input type="checkbox"/>LL Grace Chapel <input type="checkbox"/>LL Lecture Room <input type="checkbox"/>4FL Vision Chapel <input type="checkbox"/>5FL Music Room <input type="checkbox"/>6FL Dream Chapel <input type="checkbox"/>Hosanna Sanctuary(New Jersey) </div> </div>				
NECESSARY ITEMS.	<input type="checkbox"/> Sound <input type="checkbox"/> Lighting <input type="checkbox"/> Screen <input type="checkbox"/> Images & Caption <input type="checkbox"/> Camera <input type="checkbox"/> Video Shooting <input type="checkbox"/> Live Streaming <input type="checkbox"/> WiFi <input type="checkbox"/> Heating <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Chairs & Tables <input type="checkbox"/> White Board <input type="checkbox"/> Guidance Stanchion <input type="checkbox"/> Special Equipment				
	Etc.				

APPLICANT'S SIGNATURE _____

DATE _____ (mm/dd/yyyy)

RENTAL HISTORY	DATE	USED SPACE	RENTAL COST

AUTHORIZATION	IN CHARGE	BOARD	SENIOR PASTOR

<p>ADDITIONAL COMMENTS.</p> <ol style="list-style-type: none"> The facility usage fee and Certificate Of Insurance must be paid and submitted two weeks prior to the event. Cleaning costs may vary depending on the size of the event. If you need sound, lighting or media personnel, you are responsible for paying the labor costs for these services. Please aware that the Jerusalem & Gethsemane Sanctuary are not allowed to bring food in. Our Church just lend this space to the user above and has nothing to do with the purpose and character of this event. If you have any questions concerning this invoice, use the following contact information. (Contact person: James Nam, Phone Number: (Tel)718-321-7800 (Cell)347-840-0809, (E)khnppromise@gmail.com)
