

Riverdale Baptist Church
 15 Duke Road
 Whitehorse, Yukon Y1A 5N3
 867-667-6620

Request for Use of Facilities

User Group Name:
Main Contact:
Phone #:
Email:
Address:
Briefly describe the event you would like to hold at Riverdale Baptist Church:

Is this a recurring event? (Yes/No)

Which day(s) would you like to use the facility? _____

Please indicate which areas you would like to use, when and for how long:

Area	Start Time	End Time	# of hours	Rate	Cost
<input type="checkbox"/> Basement				\$25/hr (Max. \$150/day)	
<input type="checkbox"/> Sanctuary				\$50/hr (Max.\$250/day)	
<input type="checkbox"/> Basement & Sanctuary				\$60/hr (Max \$300/day)	
<input type="checkbox"/> Foyer				(No extra cost in combination with other areas, subject to availability)	n/a
<input type="checkbox"/> Kitchen			n/a	\$25/use	
Total					

Which furniture/equipment are you requesting to use?

Furniture/Equipment	Details		Rate	Cost
<input type="checkbox"/> Plates/Cutlery/Glassware	Group Size		n/a	n/a
<input type="checkbox"/> Tables	# of tables		n/a	n/a
<input type="checkbox"/> Chairs	# of chairs		n/a	n/a
<input type="checkbox"/> Piano	# of hours		\$10/hr	
			Total	

Office Use Only:

Date request was made: _____

Facility Cost Total: _____ + Furniture/Equipment Use Total: _____ = _____

Applicable Discount: 25% for regular renters

Total Cost of Rental After Discount: _____

RBC Authorized Signature: _____ Date: _____