



River of Hope Youth Center

(320) 796-2650

E-mail: hopepres@gmail.com

Activity Request Form for On-going Use

Hope Presbyterian Church is happy to make its River of Hope Youth Center available to those needing space for functions on a first come, first served basis. Our focus is on having Christ-centered activities and events for youth, but we are open to hosting other activities and events. Please fill out this form and return to the church, along with the usage fee, a minimum of 30 days prior to your first activity/event.

Usage Fees: \$100.00 a year – due yearly from first use

Guidelines:

- 1) No gambling or use of drugs, tobacco products/smoking/vaping, or alcohol are permitted. Smoking is allowed in the designated smoking area by the church.
- 2) No selling parties are permitted.
- 3) Any activities/events held at the River of Hope Youth Center cannot charge admission.
- 4) Copyright laws must be followed.
- 5) All activities/events may not exceed more than the 100-guest occupancy at one time.
- 6) If anything is missing, damaged, or broken after the activity/event, the Renter is responsible for paying to replace or fix the item(s) in question.

Requested date of first-event: _____ Start time: _____ End time: _____

Re-occurring dates: Every _____ weeks on _____ (day)

Activity/Event: _____

Renter: _____ Renter's Phone: _____

Renter's Email address: _____

Approximate number of guests: _____

Would you like us to email or call you after approval? (circle one) Email Call

For Office Use Only:

Date request received: _____ Date request approved: _____

Session approval needed: Yes No Date Renter was notified: _____