



# River of Hope Youth Center

(320) 796-2650

E-mail: [hopepres@gmail.com](mailto: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:

Revision date: 9/26/2023

Date request & check received: \_\_\_\_\_

Date request approved: \_\_\_\_\_

Date Renter was notified: \_\_\_\_\_

Notes (continue on back if needed):