



## ST. DAVID'S SCHOOL Facility Rental Application

Facility Rental Applications must have the approval of St. David's Director of Operations before a rental contract is offered. Please complete the following application to gain approval. Rental applications are reviewed on Monday mornings. The approval process takes two weeks, from the first Monday following receipt of the application. Please allow the appropriate amount of time for the process to conclude. Once your request has been approved, a rental agreement will be offered and a deposit and, in some cases, a certificate of insurance, will be required. Upon receipt, your deposit check will be cashed and a copy of the signed agreement will be mailed to you. The remaining balance will be due one week prior to the event. If, for some reason your event is denied, you will be informed.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I am interested in renting (check all that apply):

Chapel

Dining Hall

Performing Arts Center

New Gymnasium

Old Gymnasium

Game Field/Soccer Field

Baseball Field

Other Location: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

**Other Considerations:** Please list any other requirements you may have (A/V, special needs, etc.) Additional charges may apply if staffing is required by St. David's School.

**If your application is in regards to a wedding, please complete the section below:**

Officiating Clergy \_\_\_\_\_ Church \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Block of time for wedding: \_\_\_\_\_ to \_\_\_\_\_ Block of time for rehearsal (date and time): \_\_\_\_\_