



## Church of Hope Building Use Request Form

*Columbia City Church of Hope is a progressive faith community rooted in God's grace and acceptance where we work together toward justice, love, and wholeness.*

**Please provide the following information and submit to [columbiacityhope@gmail.com](mailto:columbiacityhope@gmail.com) for review.**

Space Requested:

- Sanctuary + Side Chapel**  
*Maximum capacity 200 people; suggested donation \$30/hour or \$200/day*
- Basement + Kitchen**  
*Maximum capacity 150 people; suggested donation \$30/hour or \$200/day*
- Classroom**  
*Maximum capacity 15 people; suggested donation \$15/hour or \$100/day*

**This is a ONE-TIME Meeting:**

Meeting Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ *(please add 15-30 minutes for set up)*

End Time: \_\_\_\_\_ *(please add 15-30 minutes for clean up)*

**This is a RECURRING Meeting:**

Frequency:

Weekly

Monthly

Every Other

Week

Other:

\_\_\_\_\_

Meeting Day:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Start Time: \_\_\_\_\_ *(please add 15-30 minutes for set up)*

End Time: \_\_\_\_\_ *(please add 15-30 minutes for clean up)*



Special Needs, Accommodations, or Requests:

Values:

*Church of Hope prioritizes providing meeting space for groups and organizations whose work aligns with our values of accepting and empowering all people, building community, and supporting each other to become our best selves. Church of Hope will not tolerate discrimination on the basis of race, gender, sexual orientation, ability, age, class, place of birth, or documentation status.*

Disclaimer:

*Church of Hope only provides building usage to not-for-profit groups.*

*Should schedule conflicts or other issues arise, Church of Hope will work with all parties in finding a solution for the use of the space. For groups that regularly meet at the church, we will endeavor to provide notice if space availability substantially changes. Church of Hope reserves the right to make final decisions regarding the use of our space, and to refuse building use to organizations having values that are inconsistent with our mission.*

Agreement:

I, \_\_\_\_\_, as a representative of \_\_\_\_\_,  
(print name) (organization using space)  
have read this form and the Building Use Guidelines and agree to adhere to the standards of the Columbia City Church of Hope.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_