



FACILITY RENTAL APPLICATION FORM

Complete the application and submit to **Natalee.Lennox@sfcsc.ca** or mail to the attention of "Facility Rental" at SFCSC, P.O. Box 43, 4295 Stage Coach Road, Sydenham, ON, K0H 2T0

****Please review the FACILITY RENTAL TERMS AND CONDITIONS before submitting this application****

Your application will be reviewed and you will be contacted within 48 hours. Once approved, you will be contacted to make arrangements for keys, security codes, and an orientation of the space or equipment.

Applicant Name	
Organization (if applicable)	
Address	
Phone Number	
Email Address	

Date(s) and Time(s) Requested – please be specific

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Type of use, e.g. committee meeting, social event, performance, fundraiser, business event (Note: dances are not permitted), and expected attendance (Note: Fire Code Maximum Capacity is 150 total), and any other relevant information.

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Please indicate your request

Grace Hall

Equipment

Stage (8" risers, max size 12ft x 8ft) Describe _____

Audio system (mics, stands, speakers, amplifier/ 8-channel sound board)

Indicate number of mics and stands (maximum three)

LCD video projector & screen

*If SFCSC is setting up, please include floor plan drawing with your application