



Application for Renting Church Properties

St. Thomas Syro Malabar Church of San Francisco
200 N Abbot Ave, Milpitas, CA 95035

Name of Applicant: _____ FID # _____

Phone #: _____ Email: _____

Description of event: _____

Date of Rental Required: ___/___/___ Return Date & Time _____

Initials Conditions for the Use of the Facility:

_____ **Furniture:** Tables, Chairs and Tents should be returned to their original location in good Condition. Any breakage or damage incurred is to be replaced and is to be immediately reported to vicar or trustees.

_____ **Cleanup:** After the event, vacuum the floor of the multipurpose-room as well as ensure it is ready for church use.

_____ **Return:** All rented items must be returned no later than 9:00 Am on the very next Sunday. Missing this condition will make you ineligible for future renting & a fine will be assessed.

_____ **Liability:** The church assumes no responsibility for bodily injury or personal property damage while using its facilities. Person signing below should indemnify the church, its vicar, trustees and parish council in any such event.

I have read and agree to the above conditions and will be sole responsible person.

Items	Rate	Quantity	Amount
Chairs	\$0.50		\$
Tables	\$2.00		\$
Tents	\$10.00		\$
Total Rent			\$

Please provide a check to **St Thomas Syro Malabar church** in the following amount as deposit.

Circle the deposit Amount \$25 – if total above is \$25 or less
\$50 – if total above is \$50 or less and above \$25
\$100 – if total above is \$100 or less and above \$50

Signature of Applicant: _____ Date of Application _____

----- **FOR OFFICE USE ONLY** -----

Approved: Yes No Date of Approval: _____

Approved By: _____ Signature _____

----- **Return the Permit Sheet after the event** -----

Self Verification: I _____ certify that my program upheld all the conditions above and returning this approval sheet back to Church office for final clearance of liabilities.

RECEIVED BY : _____ **RENT AMOUNT RECEIVED \$** _____ .

Email your application to kaikaran@syromalabarsf.org Emailing is not considered automatic approval. If you have not received a response in 24 hours, kindly call one of the Trustee or Vicar