



**THE CONGREGATIONAL CHURCH OF NEEDHAM**

**The Reverend Susan E. Cartmell**  
*Senior Minister*

**The Reverend Heike Werder**  
*Associate Minister*

**ROOM RENTAL APPLICATION**

Today's Date: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Non-profit Company? \_\_\_\_yes \_\_\_\_ no

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Name of Event: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Is this a recurring event? \_\_\_\_yes \_\_\_\_no

If yes, please give schedule (i.e. weekly on Wed, Sept- May): \_\_\_\_\_

Number of People Attending \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Start/End Time of Rental:

Actual Start/Finish Time of Event:

\_\_\_\_\_

\_\_\_\_\_

Room Setup needed (i.e. tables & chairs setup): \_\_\_\_\_

Notes/Comments: \_\_\_\_\_