SPACE USAGE & RENTAL INQUIRY FORM

**Beverly Hills UNITED METHODIST CHURCH**

# 20000 West 13 Mile Rd Beverly Hills, MI 48025

(248) 646-9777 [www.bhumc.com](http://www.bhumc.com/)

**Download and complete this form. Email to** [**infobhumc@gmail.com.**](mailto:infobhumc@gmail.com)

Date of Inquiry:

Name:

Organization:

Address:

Phone:

Email:

Space Desired:

Beginning Date: Time: Ending Date: Time:

## Description of use and/or event (please be as detailed as possible):

Description of organization or user: *purpose, history, education, clientele, etc.*

# NEXT STEPS…

**Church office use ONLY:**

Inquiry mtg by

Trustee contacted / / Email or phone?

Copy provided to inquiring person/organization

Copy on file date

The completed INQUIRY FORM will be shared with our office staff and one or more of the Trustees of **Beverly Hills United Methodist Church** will contact you for a tour and brief interview regarding the use of the rental space. The interview will consist of a discussion on projected rental costs and fees, usage policy, insurance (if needed) and contract.

**Church office use ONLY:**

Inquiry mtg by \_\_\_\_\_\_\_\_\_\_\_\_\_

Trustee contacted \_\_\_/\_\_\_/\_\_\_ Email or phone? \_\_\_\_\_\_\_\_\_\_\_

Copy provided to

inquiring person/organization

\_\_\_\_\_

Copy on file \_\_\_\_\_\_\_\_\_

**Church office use ONLY:**

Inquiry mtg by \_\_\_\_\_\_\_\_\_\_\_\_\_

Trustee contacted \_\_\_/\_\_\_/\_\_\_ Email or phone? \_\_\_\_\_\_\_\_\_\_\_

Copy provided to

inquiring person/organization

\_\_\_\_\_

Copy on file \_\_\_\_\_\_\_\_\_

**Please list below best available days and times for tour and interview:**

Preference of Day(s) of the week: Time of Day: