

Druid Hills Presbyterian Church

Office Rental Application

Contact Information

Date Submitted: _____

Organization / Business Name: _____

Organization / Business Address: _____

City: _____ State: _____ Zip: _____

Organization / Business Website: _____

Primary Contact Name: _____ Number: _____

Primary Contact Email Address: _____

Secondary Contact Name: _____ Number: _____

Secondary Contact Email Address: _____

About Your Organization

Is Your Organization a Non-Profit Organization? ____yes ____no

Tax Id#: _____

Do you have Liability Insurance? ____Y ____N

(A copy of a Certificate of Liability Insurance, listing DHPC as additional insured is required.)

What are your normal hours of operation? _____

Will you need access on Saturdays or Holidays? _____

What is the Mission/Vision of your Non-Profit Organization and who do you provide services to?

Druid Hills Presbyterian Church

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Office Rental Information

How many offices are you interested in? _____ Office #: _____

How many people will occupy the office?: _____

Offices are currently wired for AT&T. Do you wish to use another provider?: _____

Required Documents

Please provide us with the following items along with your application:

1. Your EIN letter listing you as a 501(c)(3)
2. Certificate of Liability Insurance
3. Board Directors list with their contact information
4. Most recent Annual Budget

Additional Information

1. Smoking is not allowed indoors. There are two smoking stations located on the property.
2. Drugs, alcohol and weapons of any kind are not allowed on the property.
3. Pets are not allowed in the building, with the exception of service animals.
4. Our facility is monitored by a camera system and is controlled access.
5. Visitors must be greeted by you or a member of your staff for access.
6. Packages can be delivered at the DHPC address, but you must have your own private mailbox to receive daily mail.

Signature of Applicant: _____ Date: _____

By signing above, I hereby state that all information listed in this application is true and current. I agree to allow Druid Hills Presbyterian Church access to the documents requested in order to verify my legitimacy as a non-profit organization. I have read the Additional Information section of this application, and agree to adhere to church policy.