

Rental Workflow Process

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1. Intake Begins with Prospective Renter Completing [Online Intake Form](#)
2. Initial Assessment using [Decision Matrix](#)
 1. Sponsor Level is set
 2. All event details are collected to make final assessment
3. After final assessment if approved, a rental agreement is drafted and signed that details all rental arrangements.
 1. Staff fills out a PCO Rental Form in calendar to trigger and document building use

Request Status Field Updated to reflect status in workflow

Email Templates

Initial Inquiry

Subject: Thank You for Your Interest in Renting Our Space!

Hello [Name],

Thank you for reaching out to inquire about using our building for your event. We're thrilled you're considering us as a venue, and we look forward to learning more about your needs.

To streamline the rental process and provide you with the best possible experience, we ask that you complete a brief inquiry form that will help us evaluate your request based on availability, alignment with our mission, and logistical details.

What Happens Next:

1. **Submit the Inquiry Form:** <https://foothillsuu.org/rental-intake/>

This form will capture the essential details about your event (type, date, time, attendees, etc.) and help us provide an initial evaluation. The form will also calculate a rough cost of space use. Please note these costs are estimates and we do offer discounts to our

community partners and missionally aligned community organizations.

2. **Follow-Up for Priority Requests:** If your request aligns with our usage priorities or requires additional information, we'll follow up with a detailed form to finalize the specifics.
3. **Confirmation:** Once details are finalized, we'll provide a rental agreement for review and e-signature, along with an invoice for payment.

Key Notes About Rentals:

- We prioritize events that align with our mission and values or build partnerships with our community.
- All rentals are subject to availability and adherence to our building use policies.

If you have any immediate questions or concerns, feel free to reply to this email, and we'll get back to you as soon as possible.

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