

APPLICATION FOR USE OF CHURCH FACILITIES

Organization Name: _____

Contact Name: _____
Person

Phone: _____

Address: _____

Date(s) & Time(s)

Requested: _____

(Be sure to include time for set up and clean up in your request)

Description of Use/Event: _____

Rooms Requested: Classroom (single or double) _____

Covenant Room (holds up to 100) _____

Kitchen _____ **Other** _____

Equipment to be used (chairs, tables, dishes, coffee maker, dishwasher, etc.): _____

On behalf of my organization, I agree that we will abide by the policies of the church for the use of its facilities. (See over for Facility Use Policy.)

Signed for Organization _____

For Office Use **Date okay on church calendar** _____

Cost _____

Key Issued (date & to whom) _____

Approved for the Church Council by the Council President _____

Approved for the Church Council by the Pastor _____

POLICY CONCERNING USE OF NFCC FACILITIES

An application for use of the facilities must be filled out and returned to the church *office at least four weeks before the required date for approval by the Church Council*. Since the building is in great demand, there will be no assurance that a requested date can be granted.

The requested date will be cleared on the church calendar and the application referred to the president of the Church Council.

Before any approval, the request will be cleared with the Director of Christian Education (when appropriate) and with the Hospitality Chair, if the kitchen is to be used.

In all cases, church sponsored events will be given the highest priority.

The organization will be responsible for the following:

- A. Not allowing any key that is entrusted to the contact person to be out of his/her possession, and for returning such key within 24 hours after the event.
 - B. Supervising young people. (No young people will use the building without adult supervision.
 - C. Insuring that only those facilities requested are used.
 - D. Insuring that all equipment used is returned to its proper place/condition, all lights turned on are turned off, all doors opened are locked.
1. Using groups are responsible for set up and clean up.
 2. No alcoholic beverages are permitted.
 3. Smoking is not permitted in any part of the building.
 4. Since the facilities are in regular use, it is expected that they will be left ready for the next user. Any extra custodial work required to achieve this will be charged to the group creating the work .

NFCC BUILDING USE FEES

(Feb. 2012)

All fees cover a 4 hour maximum meeting time. Additional fees will be assessed for use over 4 hours. They will be charged in 4 hour blocks of time.

Currently, there is no charge for use of the Covenant Room and the classrooms for active church members provided no custodial services are required after use of the room as long as the room is used for personal events.

If an active member of the church is part of a non-profit organization, or a business for profit and want to use a room in the church for that organization then the following fees apply.

If the rooms require additional custodial services, a fee of \$60.00 will be assessed.

Community groups / Nonprofit groups

Covenant Room	\$50.00	(includes coffee making only)
Covenant Room with kitchen	\$75.00	over 20 people
Classroom	\$25.00	up to 12 people
Double Classroom	\$35.00	up to 20 people

For profit groups

Covenant Room	\$100.00
Covenant Room with kitchen	\$130.00
Classroom	\$40.00
Double Classroom	\$60.00
Parking Lot Use Only	\$150.00 (over 10 cars)

MEMO:

Currently we charge \$300 for use of the Sanctuary for a wedding and no charge for a funeral. A mandatory fee of \$60.00 for custodial services is also assessed.

Self help groups that are open to the general public will remain at \$1.50 per person.