

New Life Church  
Canton, PA  
570.673.5810

**Facility Use Contract for Family Center**

Type of Event \_\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Day of Week\_\_\_\_\_

From \_\_\_\_\_am/pm To \_\_\_\_\_ am/pm

**Areas of Use (check where applicable):**

\_\_\_\_Kitchen \_\_\_\_Family Center

**Please Initial:**

\_\_\_\_I agree to the non-refundable Reservation Fee of \$100 to secure the date for my event(s).

\_\_\_\_I agree to the Rental Fees as outlined in the “Facility Rental Fees” sheet” for each of the areas I reserved and the cancellation time guidelines with respect to refunds.

\_\_\_\_I agree to and understand the payment deadlines and the stipulations for a full return of the security deposits for the areas I have agreed to rent.

\_\_\_\_\_  
Signature of person reserving facility

\_\_\_\_\_  
Date

**Person renting the facility:**

Name\_\_\_\_\_

Address Street \_\_\_\_\_City \_\_\_\_\_State \_\_\_\_\_Zip\_\_\_\_\_

Phone: Home#\_\_\_\_\_ Cell#\_\_\_\_\_

Email: \_\_\_\_\_

## Facility Rental Fees:

## Payment Schedule

Check all areas that apply		Reservation Fee & Security Deposits due when reserving facility Date _____	Balance due 6 weeks prior to event Date Due _____
<b>Reservation Fee (non-refundable) must be paid to reserve the date on NLC calendar</b>	\$ 100.00		
<b>Sanctuary</b> Rental Fee – this includes sound technician & custodial fee Security/Damage deposit (refundable 1 week following the event)	\$ 500.00 \$ 125.00		\$375.00
<b>Family Center</b> Rental Fee Security/Damage deposit (refundable 1 week following the event)	\$ 500.00 \$ 125.00		\$375.00
<b>Kitchen</b> Rental Fee Security/Damage deposit (refundable 1 week following the event)	\$ 250.00 \$ 125.00		\$125.00
<b>Kitchen Supervisor</b> (if more than 10 hours the cost is \$10 per hour for the supervisor....due to the church the day of the event)	\$ 100.00		
<b>TOTAL CHARGES</b>	\$	\$	\$
RESERVATION AND SECURITY/DAMAGE DEPOSIT DUE		Check # _____ Rec'd. _____	
BALANCE DUE 6 WEEKS PRIOR TO EVENT			Check # _____ Rec'd. _____
Total amount of security deposit returned	\$	\$	\$

*A Security Deposit is required for each and every area. Above costs are effective as of January 1, 2012 and subject to change. Should you have any other questions or concerns regarding your wedding or event at New Life Church, please contact the church office at 570-673-5810.*

Kitchen Supervisor not needed when using a church-approved caterer. Ask Wedding Coordinator for list of church-approved caterers.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Hold Harmless Agreement

I/We, the undersigned, in consideration of being allowed to use the property and facilities of New Life Church, 299 McMurray Rd., Canton, PA, do agree to hold the said church, its agents, members and employees harmless from any damages or injuries resulting at any time, heretofore or hereafter, from the usage of said property and facilities.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signed \_\_\_\_\_

\_\_\_\_\_

On behalf of (organization): \_\_\_\_\_