

Facility/Equipment Use Request and Contract for New Life Church Members

(note: weddings of church members, use forms 3A and 3B)

Name of Church Member requesting use: _____
Address _____ City _____ State ____ Zip _____
Phone # (H) _____ (Cell) _____ Email: _____

Date and times requested:
Date: _____ Beginning time: _____ Ending time: _____

Rooms/Areas Requested: (check all areas that apply)

- | | | |
|-----------------------|---------------------|-----------------|
| Sanctuary () | Classroom 1 () | Classroom 3 () |
| Family Center/Gym () | Classroom 2 () | Classroom 8 () |
| Kitchen () | Ball Field () | |
| Lobby () | Infant Nursery () | Other _____ |
| Pavilion () | Toddler Nursery () | _____ |

Purpose of Event _____

Security Deposit: A deposit of \$125 is required to put the date on the calendar. Providing there was no damage, the deposit will be returned the week following the event. **If you prefer, your check can be held in the office and returned to you after the event.**

___ **No Service Providers are Needed.** (please check if this applies to your event.)

Service Providers

All arrangements for service providers must be made ***through the office*** at least 14 days prior to the event. **Checks for payment:** Please make out checks to the persons for services rendered and submit to the office secretary **before** the event:

(Check services needed):

Family Center: Floor Cleaning and Table & Chair Set-Up and Tear-down

___ **Gym Floor cleaning fee:** ___\$60 Person Cleaning floor _____

(If it is decided that the gym floor does not need to be cleaned an additional time, your check for the floor cleaning will be returned)

___ **Table & Chair Set-Up** ___\$50 Set-Up Person _____

___ **Table & Chair tear-down** ___\$50 Tear-Down Person _____

Family Center floor: Date Received _____ Check # _____ Check amount _____

Table & Chair Setup/teardown: Date Received _____ Check # _____ Check amount _____

Audio Technician for Sanctuary _____ for Family Center _____

___ **Audio Sanctuary fee:** ___\$75

___ Additional hours in sanctuary above 5: ___ # hours@\$10/hour: _____

___ **Audio Family Center fee:** ___\$20 for setup of audio equipment.

___\$20 for teardown of audio equipment

Set-Up Person if different than technician _____

___ Technician for Family Center Event: ___ #hours @\$10/hour: _____ **Total**

Audio Sanctuary: Date Received _____ Check # _____ Check amt _____ to _____

Audio Family Center Setup/Teardown: Date Received _____

Check # _____ Check amt _____ to _____

Audio Family Center Tech: Date Received _____ Check # _____ Check amt _____

to _____

General Custodian (Tricia Binford/Leah Roupp)

___ **Family Center cleaning fee** (Bathrooms, Hallway & Kitchen floors): ___\$25

___ no services needed for Family Center Cleaning - I will clean these areas per instructions on attached sheet.

___ **Sanctuary & surrounding rooms cleaning fee:** _____ \$75

Date Received _____ Check # _____ Check amount _____

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 _____
Reservation Fee (non-refundable) must be paid to reserve the date on NLC calendar	\$ 125.00		
Sanctuary Rental Fee – this includes sound technician & custodial fee Security/Damage deposit (refundable 1 week following the event)	no charge		
Family Center Rental Fee Security/Damage deposit (refundable 1 week following the event)	no charge		
Kitchen Rental Fee Security/Damage deposit (refundable 1 week following the event)	no charge		
Kitchen Supervisor if needed \$10 per hour for the supervisor due to the church the day of the event	\$ 10.00/hr.		
TOTAL CHARGES	\$	\$	\$
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.

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

Signature:

Date:

Facility Use Information for New Life Church Members

Facility Rent: A Church Member "in good standing" will **not be** charged rent for the facility.

Security Deposit: \$125 each for the following areas reserved: Sanctuary, Family Center, and Kitchen, will be required to cover any damages incurred as a result of using the facility. This will be returned in its entirety one week following the event if there are no damages to the facility, property or equipment. This also includes the prompt return of keys borrowed.

Services Rendered: Church Members will **be** charged for services rendered for cleaning of areas used, Audio system setup & teardown, and for the audio technician. See fees and terms below:

Cleaning

All areas reserved must be picked up and left as they were found.

Gym Floor: Only a few, members are trained to run the floor machine. The gym custodian is a volunteer and only cleans the floor with a dry mop and with the machine, one time per week. The floor is cleaned on Thursday, Friday or Saturday, depending on the person's schedule cleaning the floor. *The cleanliness of the floor reflects who we are as a church, therefore it is of utmost importance that it be clean for each event. If it is decided that it must be cleaned (dry mopped and with the machine) before your event, you will have to pay for the extra cleaning after the event. The gym custodian and office will make the final decision.*

Bathrooms, Kitchen and Hall Floors: If you want to clean these areas yourself and not pay the general custodian, you will need to do the following: **Bathrooms:** clean up all paper lying around, wipe down toilets, sinks and counter - if needed use glass cleaner to clean mirrors. You will need to dry mop bathroom floors and wet mop if needed.

Hallway and Kitchen floors: Dry mop hallway and kitchen floors and wet mop if needed. (Pick up checklist at the office, complete form, sign and place in office window before you leave).

General Kitchen cleanup: Remove all of your items from refrigerator, wipe off all counters, if stove and/or ovens are used, make sure gas is turned off, clean any spills on stove and ovens or anywhere else. Take home and wash all dishcloths and towels used and *bring back by the following Wednesday or Sunday, whichever comes first.* Empty all trash containers in kitchen, gym, hallway or bathrooms. Replace with clean liners located on shelf under the pass-thru window, and take all trash bags to the dumpster located behind the gym. Check kitchen instructions for complete checklist located in plastic holders on shelf under window. Please complete the checklist, sign and place in office window before you leave.

Cleaning Supplies: Are located in the maintenance room closest to the Family Center. You will have a key on the set of keys borrowed from the office.

Table & Chair Set-up: You will be responsible for your own setup and teardown unless you choose to pay someone to do it. See **Service Providers for Event above.**

Keys and Lights: If you are using the facility when the office is closed, you will need to borrow a set of keys from the office for the doors you need to open. If you are reserving only the Family Center or only the sanctuary, please lock the connecting glass doors so building is accessible to your guests only for the areas you reserved and for which you are responsible. Before you leave, make sure you remember to lock all the doors you opened and turn off all the lights you turned on. The keys must be returned to the office by the next Wednesday or Sunday, whichever comes first. If you lose them, \$10 will be charged for cost to replace them (see Security Deposit).

* Church Member in good standing: Check current list from Board of Elders

Snow Removal: You will be responsible for removal of snow on sidewalks & entrances on the days of your event. The person responsible for snow removal is a volunteer and clears them only on the days we have services. If the parking lot needs to be plowed for your event, the church will cover the cost. Please contact Pastor Arlen who will call the person contracted for snow removal to make sure it is done for your event.

Decorations: Please do not use thumb tacks on woodwork or walls. No scotch tape is to be used on any surface. Masking tape may be used on everything **but** fabric or painted surfaces. ALL decorations must be completely removed immediately following the event.

Food & Beverages: are not to be taken out of the Family Center area.

Behavior: No smoking in the building, and no closer than 200' from any outside entrance. Use of alcoholic beverages, drugs, or any controlled substances, playing games of chance, fighting, cursing, or anything that would detract from the Christian environment will not be permitted on the property.

Children: All children 12 and under must be in the care of a responsible adult while on church property.

Equipment: All furniture and/or equipment moved or set up to accommodate an event, must be back in place immediately following the conclusion of the event. Furnishings and equipment are not permitted to leave the building.

Repairs/Damages: See Security Deposit. Please report any breakage or damage to the office.

Contact information during events:

Pastor Glen:	H-570-673-5767	Cell-607-738-6830
Pastor Arlen:	H-570-673-8533	Cell-607-857-8062
Archie Vroman:	H-570-673-3926	Cell-570-971-0222
Leah Roupp:	H-570-673-4170	Cell-570-250-4657
Tricia Binford:	H-570-297-2792	Cell-570-529-0909

I agree to and understand the payment and deadline for services rendered for use of the facility and I agree to the stipulations for a full return of the security deposits for the areas I am reserving.

_____ **Date**_____

Signature of member reserving facility