

New Life Church  
Canton, PA

Facility Use Contract for Weddings of Church Members

Wedding Names \_\_\_\_\_ / \_\_\_\_\_  
Bride Groom

Wedding Rehearsal

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

Rehearsal Time \_\_\_\_\_

Decorate Sanctuary (Date) \_\_\_\_\_

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

Decorating Family Center (Date) \_\_\_\_\_

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

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Wedding Ceremony \_\_\_\_\_

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

Wedding Time \_\_\_\_\_

Time of Use: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Areas of Use (check where applicable):

\_\_\_\_Sanctuary, \_\_\_\_Groom & Men’s Dressing Room, \_\_\_\_Bride & Attendants Dressing Room,  
\_\_\_\_Nursery, \_\_\_\_Kitchen, \_\_\_\_Family Center \_\_\_\_Pavilion, \_\_\_\_  
Other \_\_\_\_\_

\_\_\_\_I agree to the non-refundable deposit of \$150 *to secure the date for my event*  
(note: This payment of \$150 will include both dates for decorating and rehearsal and the  
wedding ceremony and reception if applicable). (This will pay the cleaning & audio  
technician for sanctuary).

\_\_\_\_I agree to the Rental Fees as outlined in “Weddings at New Life Church” 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.

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Member reserving facility

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Church Member reserving the facility:

Name \_\_\_\_\_

Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

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\_\_\_\_\_ Wedding

**1<sup>st</sup> Installment Received (due when reserving the date)**

- \_\_\_\_ \$150 Non-Refundable Deposit to reserve Date(s)
- \_\_\_\_ \$100 Security Deposit for Sanctuary
- \_\_\_\_ \$100 Security Deposit for Family Center
- \_\_\_\_ \$100 Security Deposit for Kitchen
- \_\_\_\_ 1/2 of total amount \$\_\_\_\_\_ due for NLC Catering Reservations

\_\_\_\_ TOTAL

Payment Method:

Cash Amount \_\_\_\_\_

Check # \_\_\_\_\_

Payment Received by \_\_\_\_\_ Date \_\_\_\_\_

**2nd Installment Received (due four weeks prior to event)**

\_\_\_\_ \$125 due for wedding coordinator (Make check payable to Wedding Coordinator.)

**Following applies if NLC Caters Event:**

\_\_\_\_ Balance of half of total of \$\_\_\_\_\_ for Catering

**Following applies only if using a non church-approved caterer:**

\_\_\_\_ \$100 Payment for Supervisor  
(If more than 10 hours, balance is due at \$10/hr at end of reception.)

Name of Caterer \_\_\_\_\_

\_\_\_\_ TOTAL Due

Date \_\_\_\_\_

Payment Method:

Cash Amount \_\_\_\_\_

Check # \_\_\_\_\_

Payment Received by \_\_\_\_\_ Date \_\_\_\_\_

### Facility Use Information for Wedding of Church Member

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 Custodian (Archie Vroman)**

\_\_\_ Gym Floor cleaning fee: \_\_\_\$60

Date Received \_\_\_\_\_ Check # \_\_\_\_\_ Check amount \_\_\_\_\_

**Audio Technician** Sanctuary \_\_\_\_\_

Family Center \_\_\_\_\_

\_\_\_ no services rendered

*(Sanctuary Audio Technician fee does not apply if reserving sanctuary for a wedding)*

\_\_\_ Sanctuary fee: \_\_\_\$75

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

\_\_\_ Family Center fee: \_\_\_\$20 for setup & \_\_\_\$20 for teardown of equipment.

Setup/Teardown Person's Name if different than technician \_\_\_\_\_

\_\_\_ Technician facilitating Event at Family Center: \_\_\_ #hours @\$10/hour: \_\_\_\_\_

**Sanctuary:** Date Received \_\_\_\_\_ Check # \_\_\_\_\_ Check amt \_\_\_\_\_ to \_\_\_\_\_

**Family Ctr:** Date Received \_\_\_\_\_ Check # \_\_\_\_\_ Check amt \_\_\_\_\_ to \_\_\_\_\_

**Family Center Setup and teardown person:**

Date Received \_\_\_\_\_ Check # \_\_\_\_\_ Check amt \_\_\_\_\_ to \_\_\_\_\_

#### **General Custodian (Janie Slocum)**

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

\_\_\_ no services rendered - I will clean these areas.

*(Sanctuary cleaning fee does not apply if reserving sanctuary for a wedding)*

\_\_\_ Sanctuary & surrounding rooms cleaning fee: \_\_\_\$75

**Sanctuary:** Date Received \_\_\_\_\_ Check # \_\_\_\_\_ Check amount \_\_\_\_\_

**Family Center:** Date Received \_\_\_\_\_ Check # \_\_\_\_\_ Check amount \_\_\_\_\_

### 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:** \$100 each for the following areas reserved: Sanctuary, Family Center, and Kitchen, will be required as a deposit 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** (pick up cleaning checklist in office when you pick up the keys)

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complete the checklist form, sign and place in office window before you leave the building. All areas reserved must be left as they were found. Be sure to pick up all trash and place in dumpster, and take all items with you.

**Family Center Floor:** Only a few, members are trained to run the floor machine. The gym custodian is a volunteer and cleans the floor with a dry mop and with the machine, one time per week. The floor is cleaned either 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. Please dry mop floor after your event. Large dry mop is stored in the Family Center storage room.*

**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.

**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 outside behind the Family Center.

**Cleaning Supplies:** Are located in the maintenance room closest to the Family Center.

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

**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 to sanctuary 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 or you can lock the doors and place keys in office window. If you lose them, \$10 will be charged for cost to replace them (see Security Deposit).

**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 on walks and entrances is a volunteer and clears them only on the days we have services. If the parking lot needs to be plowed for your event, please contact the Wedding Coordinator who will call the person contracted for snow removal to make sure it is done in time 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.

**Tablecloths:** You will need to pay \$3.50 for the cleaning of each tablecloth you use. The office has a list of people trained to clean them. If you clean them, it's important that you get specific instructions on cleaning, folding and storage of the tablecloths so they are ready for the next person.

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

**Behavior:** No smoking in the building. 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 Wedding Coordinator.

**Contact information during events:**

Pastor Glen:	H-570-673-5767	Cell-607-738-6830
Pastor Arlen:	H-570-673-8533	Cell-607-857-8062

**Family Center Custodian:**

Archie Vroman:	H-570-673-3926	Cell-570-971-0222
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**Audio Technician**

Archie Vroman:	H-570-673-3926	Cell-570-971-0222
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**General Custodian**

Janie Slocum:	H-570-673-3576
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**Wedding Coordinator**

Donna Tsiknas	H-570-265-4224	Cell: 607-742-6467
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