

FACILITY USE AGREEMENT

Payment for facility use is due upon booking, checks payable to: New Horizons Living Center

Location of Facility: 43 Prospect St. Bristol CT 06010 Phone: 860- 584-2105; Fax: 860-582-8609

Date of Application: _____ Submitted To: _____

Group Booking Event: _____ Contact Person: _____

Phone: _____ Email: _____

Type of Function: _____ How many attending: _____

Date of Function: _____ Day of Week: _____

Time(s) Required: (Set-up and clean-up times must be included in the hours)

From: ___ AM / PM To: ___ AM / PM Event Start Time: _____ Rehearsal Date/Time: _____

Facility Areas/Equipment/Services	Usage Fee*	Total
Sanctuary– Use of stage, pulpit, welcome center, bathrooms	\$75 Per Hour	
Sound System and PowerPoint: use of the sound system and/or PowerPoint **Must be trained and extra deposit not included**	\$50 Per Hour	
Dining Room-Use of refrigerator, warmers, tables, chairs, bathrooms **Kitchen requires serve safe certification and insurance**	\$75 Per Hour	
Open/Close fee	\$25	
Set-up fee-Varies based on size of event and furniture/equipment requests	\$25-\$100	
Clean up fee-put away tables, chairs, vacuum carpets, mop floors, Sanitize bathrooms	\$200	
Damage Deposit-Varies based on Usage, event type and number of attendees **Please provide separate check**	\$100-\$500	
Discounts/Credits-Vulnerable Populations, Funerals, Veterans, Etc		
TOTAL DUE UPON BOOKING		

Furniture/Kitchen Requirements (please indicate number)

Chairs: _____ Tables: _____ Tablecloths: _____ Centerpieces: _____

Dishes/Cutlery: _____ Refrigerator: _____ Warmers: _____

Overhead Projector: _____ Mic/Speaker: _____ Easel: _____

FACILITY POLICIES & AGREEMENTS

1. This church/facility is a smoke-free building. No smoking is permitted in, on or around premises.
2. Confetti or rice is not to be used within the church facility or on church property.
3. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those using the facility.
4. All fees for usage of facilities and equipment are payable to New Horizons Living Center (NHLC) upon booking. NHLC will pay its staff as required.
5. A damage deposit of \$_____ is required. Damage deposit will be returned to user if facilities are left in satisfactory condition (determined by pastor and/or director).
6. Indemnification: It is an express term of this agreement that the User indemnifies the Church and New Horizons for any costs or damages of any kind incurred by the Church/organization, as a result of the usage of the facility by the User.
7. All bookings and arrangements must be made through the NHLC staff at least **two weeks** prior to the event.
8. Bookings and arrangements in unusual circumstances may be directed to the Pastor and NHLC administrative staff for approval.
9. Cancellation: A full refund will be given if a cancellation notice has been given 2 weeks prior to the event. Anything less than 2 weeks' notice, one-half of the payment will be refunded. Anything less than 24 hours will not be refunded.

Signatures on this form indicate the agreement of the user to the terms and conditions, and the approval of the usage application by Church of Restoration and New Horizons Living Center

User Name Print/Sign/Date:

Admin Staff Print/Sign/Title/Date:
