



# Facility Request Form

New Hope Community Church's first priority in the use of facilities is to the various ministries of the church.

Please read the basic guidelines and schedule of fees. Email completed form to:

Teresa@newhopeon395.com or Fax to 541-564-0811

**Main Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Date(s) Needed:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Alternative Date:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number of People:** \_\_\_\_\_

I have read the facility use policies and agree to abide by them. I agree to leave the facility clean and presentable.

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

## **OFFICE USE ONLY:**

**Signature of Approval:** \_\_\_\_\_

**Room Assignment(s)** \_\_\_\_\_

**Deposit Received:** \_\_\_\_\_

**Final Payment Received:** \_\_\_\_\_

## Rental and Service Fees

A schedule of fees is designed to insure the budgeted funds intended for the ministry activities of the church are not used for other purposes. Routine overhead costs including property management, utilities, maintenance supplies, service, etc. are prorated to affordable rates. Rental fees, deposits, and service charges along with the applicable discounts are detailed under “fee schedules” below. Members of New Hope Church are exempt from the “Rental Rate” section. The “Basic Guidelines” on the next page address the terms and conditions of granting use requests. These are to be read and understood before completing the “Facility Usage Request Form.” Retain this policy sheet for your own records and information. Please allow 1 week for a response.

### **FEE SCHEDULES:** (Deposit payable to New Hope Church upon request and due 48 hours prior to event.)

**Rental rates** (based on 1-5 hours usage) Rental Fees are payable to New Hope Community Church

Auditorium.....	<b>\$200</b>
Nursery .....	<b>\$50</b>
Classroom/ Lobby.....	<b>\$25</b>
Fellowship Hall/Kitchen.....	<b>\$100</b>
Kitchen Only.....	<b>\$50</b>

**Services Provided** (Based on 1-5 hours) Service Fees are payable to the individual(s) providing the service.

Custodial - Auditorium .....	<b>\$80</b>
Custodial - With Kitchen/Fellowship Hall .....	<b>\$36</b>
Custodial - Classrooms.....	<b>\$15</b>
Custodial - Lobby .....	<b>\$36</b>
Fellowship Hall set up -	<b>\$25 or \$50</b> depending on size of group
Sound/Projection Technician .....	<b>\$75</b>
(Technician required if using sound or projection in auditorium)	
Facility Coordinator/Hostess .....	<b>\$150</b>

### **Deposits**

Auditorium Damage deposit.....	<b>\$300</b>
Fellowship Hall/Kitchen deposit .....	<b>\$75</b>

**\* Activity will be officially scheduled upon approval and receipt of deposit. Deposit will be returned upon satisfactory inspection of room condition.**

New Hope Community Church’s first priority in use of facilities is to conduct the various ministries of the church. Beyond regular church usage the facilities are also available for use by church members/regular attendees and other Christian organizations.

# Facility Reservation

## BASIC GUIDELINES

1. Facilities usage may only be coordinated by an adult.
2. Adult supervision (over 21 and out of high school) is required for all groups meeting in the facilities. Groups of Junior High or High students must have at least one adult present. Groups of children must have at least two adults present.
3. No groups promoting hate, violence, or any agenda in opposition to the message of New Hope Community Church will be granted use of the facilities.
4. Service and Rental fees will apply to all requests for facility use related to business, private profit making, or commercial purposes. Members are exempt from the rental fees, but service fees still apply. Some fees are shown as payable to the person as they are non-payroll positions.
5. Fees applicable to non-profit organizations will be considered on a case by case basis.
6. Regular use (monthly, weekly, etc.) is negotiated on a case by case basis with special provisions that may apply.
7. A certificate of liability insurance may be requested to cover general liability.
8. Use of facilities must be scheduled through church office by completing official use forms at least five days prior to use.
9. Unless otherwise approved the building and properties must be left in the same or better condition than prior to use. Church activities will be responsible to assure the building is ready for Sunday morning.
10. Person who completes paperwork is solely in charge of and responsible for damage.
11. Smoking is prohibited in the building. Alcohol is prohibited in the building and on the property.
12. Behavior in and around the building must be with respect and consideration of the primary purpose of the buildings and properties (ie. a church).
13. Use of additional resources (Televisions, DVD players, VCR's, Projection, etc.) available upon prior agreement.
14. New Hope Community Church, its officers and members are not responsible for injuries occurring on or in property during the rental of said facilities and properties.
15. Care should be taken for security of participants and possessions. New Hope Community Church, its officers and members are not responsible for any loss of materials or items.
16. Any misrepresentation/falsifying of information on the Request Form may lead to cancellation or termination of approval.