

# New Hampshire Community Church

## FACILITY USE REQUEST FORM

Please return completed form to the Help Desk/MC as far in advance of date requested as possible to confirm your reservation.

1. \_\_\_\_\_ Date: \_\_\_\_\_  
(Group or Individual requesting use)
2. Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
3. Date(s) Requested: \_\_\_\_\_  
If recurring - Start date: \_\_\_\_\_ End date: \_\_\_\_\_
4. Time of day: Begin: \_\_\_\_\_ End: \_\_\_\_\_
5. Member or regular attender who will be present: \_\_\_\_\_
6. \_\_\_ I have access to the building (key).  
\_\_\_ I will need access to the building.
7. \*Facilities needed (please circle all rooms you plan to use):

Sanctuary	Fellowship Hall	Nursery Room
Kitchen	Preschool Room	Parsonage
8. \*Equipment needed:

TV/VCR/DVD	Computer	Sound System
Overhead Projector	Coffee Pot	Roasters

Please explain activity to be held: \_\_\_\_\_

\_\_\_\_\_ Estimated number of people attending: \_\_\_\_\_

**Fees:** Persons who are active church attenders are asked to make a free-will donations to cover the cost of utilities.

Persons that are not church attendees, the following donations are suggested: Fellowship Hall/ Kitchen \$50-75, Wedding in Sanctuary \$100-\$150, Wedding including rehearsal dinner \$150-200

\*No charge for meetings of benefit to the community. example: 4-H, Scouts, etc.

**Use Guidelines.** Signature of this form indicates acceptance of all applicable fees and guidelines. The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See "Responsibilities after Building Use")

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

Signature of Responsible Party

## **Responsibilities after Building Use**

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and bring it out to the dumpster located by the back door.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up.

\*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.

**Thank You for your co-operation and help with these guidelines.** This will allow us to better serve the needs of everyone who uses the building. If you have any questions, you may contact the church office.

***For office use only:***

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CC:**  
\_\_\_\_ (Custodian) \_\_\_\_ (Office) \_\_\_\_ (Building) \_\_\_\_ (Ministry Coordinator) \_\_\_\_ (Other)