

MEMBER FACILITY USE FORM

NEW SONG

— CHURCH —

4600 Guide Meridian
Bellingham WA 98226
360.389.3161

No verbal guarantees will be made.

Your Name: _____ Phone: _____ Email: _____

Clean Up Contact Name: _____ Phone: _____ Email: _____
(Required) (Required) (Required)

Type of Event: _____ Date of Event: _____
(list all days including rehearsals*)

Time(s) of Main Event:

From: _____ AM or PM From: _____ AM or PM
(Set up Time) (Event Start Time)
To: _____ AM or PM To: _____ AM or PM
(Event End Time) (Event Breakdown Time)

*Wedding Rehearsal Times (if date listed above): _____ AM or PM

Rental Fee: (please check all that apply)

- Church Worship Center included
- Damage/Clean Up Deposit \$200.00 (returned if facility is in order as per this contract)
- Kitchen Use included (minimal use - minimal equipment)
- Rehearsal Night included (for weddings)
- White 60" Table Linens \$ 20.00ea (NSC launders)
- Round Tables included (22 available group sets up and takes down)
- 6' Tables included (2 available group sets up and takes down)
- 8' Tables included (5 available group sets up and takes down)
- Chairs \$ 00.00 (included 250 available - party sets back up ready for Sunday)
- Chairs \$200.00 (if party does not set chairs back up - NSC sets up)
- Sound/Video System _____ hr x 50\$= _____
- On Site Staff \$200.00 (includes rehearsal time and wedding day)

Total _____

(damage deposit due upon booking - final payment due 2 weeks before date of event)

Any variances to the listed fees shall be made in writing

Building Use Policies & Procedures: Please see reverse side and initial each box that you have read and understood our policies/procedures.

Signature(s) below indicate agreement of terms and conditions set out by New Song Church above.

Name: _____ Signature: _____ Date: _____
Person Responsible for Event

Name: _____ Signature: _____ Date: _____
New Song Church Admin.

For Office Use Only:

Fee Collected _____ \$ _____

Assigned to: _____ Date: _____

Building Rental/Use Policies and Procedures

Prohibited on NSC Property

Alcohol - no alcohol will be consumed on church property, at church sponsored events or during building rentals/use events.

Smoking - no smoking will take place inside any church facility and not within 25 feet of outside doors.

Confetti/Rice - no confetti or rice shall be thrown inside or outside the facility.

Candles - no real flame candles shall be used. Battery operated candles are fine.

New Song Church will not be held liable for injuries sustained by you or your guests at your event. You will take responsibility to ensure you have proper insurance to cover your event.

Entry

We will provide a staff or designee to give you access to the building at the time specified in the agreement and be available during your event to answer any questions.

Sound System/Equipment

No persons shall enter the sound booth area during your event. Only the person responsible and authorized by New Song Church to access the sound booth shall have access during your event. No one shall alter any of the speakers and/or sound equipment in the building including wall mounted equipment and those on the stage.

Set up/Clean Up

1. Decorations must be hung up in such a manner as not to damage paint, walls, furniture, or fixtures.

2. All decorations (including flowers) shall be removed from premises immediately following the event – no exceptions. We will not store any items in the church building for later pick up.

3. All garbage receptacles in the lobby, worship center, kitchen, and bathrooms will be emptied and taken to the dumpster at the north east corner of the property. (Bags provided)

4. Vacuum worship center and lobby. Vacuum rooms and stairwell (if used).

5. Wash all utensils and equipment used from kitchen. Leave on the counter to air dry.

6. All tables folded and returned to storage.

7. Bathroom and kitchen floors swept (mopped if spills occurred).

8. Chairs returned to their original positions and ready for Sunday.

Saturday Rentals

The facility must be vacated and back to its original state, no later than 1pm. This includes all clean up, chair re-setting, and decorations removed from premises.

Use of Facilities

New Song Church has the right to accept or refuse requests for use of the facility and/or property for any reason.

Fees

The person requesting the facility, will be responsible for covering any costs due to building damage and not following proper protocol listed above. Damage deposit will not be refunded if there is a violation of these policies and procedures. Damage deposit will be returned within 7 days of facility rental if all requirements are met.