



### New Song Facility Request for Community Organizations

\*\* Please email this request to [Laura@newsongchurch.com](mailto:Laura@newsongchurch.com), or turn it in to Laura Bonaventura or Cyrus Greene in Facilities for approval. Approval is based upon availability of the room(s), tables, and chairs. Rooms are available on a first come, first served basis. However, all regularly schedules services, events and all church-wide activities will take precedence.

Please note that your request has not been approved until you have received an approval email or letter from Cyrus Greene with details about your request and approval. This includes clearance from other staff members!

Thank you!

Today's Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Group Affiliation: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Secondary contacts: \_\_\_\_\_

Last Person Out: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Purpose/Description of event: \_\_\_\_\_

\_\_\_\_\_

Expected attendance: # Adults \_\_\_\_\_ #Children: \_\_\_\_\_

Needs:  Childcare  Tech Support/Producer  Setup/Cleanup Assistance

For office use only:		
<input type="checkbox"/> CCB		
<input type="checkbox"/> Signed Off _____	Date: _____	Confirmation sent: _____
<input type="checkbox"/> Higher Approval required:		
<input type="checkbox"/> Executive: _____	<input type="checkbox"/> Lead: _____	<input type="checkbox"/> Arts: _____
Rental fee \$ _____	Dp \$ _____	Balance due \$ _____

**Dates and times are extremely critical. Please be as detailed as possible.**

**Individual Date/Single Date Range:**

Date(s):	____/____/____ [ to ____/____/____ ]
Resource Set up time:	____ hours ____ minutes
Event Start Time:	____ AM / PM
Event End Time:	____ AM / PM
Resource Clean up time:	____ hours ____ minutes

**Ongoing Event:**

Weeks	Days	Months
<input type="checkbox"/> Every Week Or <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth <input type="checkbox"/> Last <input type="checkbox"/> Every Other	<input type="checkbox"/> Every Day Or <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	<input type="checkbox"/> Every Month Or <input type="checkbox"/> January <input type="checkbox"/> July <input type="checkbox"/> February <input type="checkbox"/> August <input type="checkbox"/> March <input type="checkbox"/> September <input type="checkbox"/> April <input type="checkbox"/> October <input type="checkbox"/> May <input type="checkbox"/> November <input type="checkbox"/> June <input type="checkbox"/> December

If your dates/times are ongoing but do not match any of the above, please attach a list of the dates needed to this request.

**Room and Setup**

No. Rooms Requested: \_\_\_\_\_ [OPTIONAL] Specific Room Preference: \_\_\_\_\_

No. Tables Requested: \_\_\_\_\_ No. Chairs Requested: \_\_\_\_\_

[OPTIONAL] You may be more specific:

- 8' Rectangle \_\_\_\_\_       6' Circle \_\_\_\_\_  
 6' Rectangle \_\_\_\_\_       5' Circle \_\_\_\_\_  
 4' Rectangle \_\_\_\_\_

NOTE: This is only a REQUEST. Availability of additional tables and chairs is NOT guaranteed. You will be notified of the accessibility of equipment in your confirmation.

Submit your request **no later than ten (10) days prior** to the desired event date or initial date. Events or the commencement of ongoing events may be scheduled a maximum of three (3) months or ninety (90) days in advance, pending approval by Facilities Administration. The undersigned, by submitting this request, acknowledges their agreement with the terms of use of New Song Community Church.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **Facilities Use Agreement**

The following guidelines apply in negotiating use of space at New Song Community Church.

- A. A Facility Request shall be completed between the church and outside groups using church property. Terms and conditions of the Facility Request may be modified or waived at the discretion of the facility coordinator.
- B. New request for one-time or on-going use of space by outside groups require a brief, written proposal addressed to “facility coordinator” outlining the date, time, nature and purpose of the event. Forms can be picked up at the church.
- C. All groups both within and outside the congregation, are asked to respect the church property by leaving the space used in the condition it was found or better. i.e. cleanliness, orderliness, lights off, etc.
- D. There is no alcohol or smoking permitted on the premises.
- E. Any damage to the building, its contents, or grounds is the responsibility of the individual or group who scheduled the event.
- F. All payments for usage must be paid in full at least one week in advance to New Song Community Church (designated to facilities in memo portion) If a deposit is required we will need payment in order to secure the date.
- G. All arrangements are subject to calendar and staff availability.
- H. The needs of the church to use its own space take priority over any other arrangement. In the case of cancellation by the church, the courtesy of advance notice is given whenever possible.
- I. Please do not adhere tape to any of the stained floor areas as this chips the paint.
- J. Renter shall direct all complaints/questions to New Song staff (Laura, Cyrus or Mark) never to another renter.

The undersigned has read and agree to the terms of use and proposed invoice of New Song Community Church.

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Signature

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Date