

**New Horizon Christian Church  
Building Use Agreement  
Event**

**Event Guidelines**

The Pastor, Staff and members of New Horizon Christian Church desire that all church facilities shall be used to carry out the purpose of the church and support its mission in our community. Therefore, in order that all events held in the church may conform to high Christian standards, our church has adopted the following guidelines.

**Event Privileges**

Event privileges are to be afforded to any church member, outside ministry-related functions and non-profit organizations. For-profit organizations may not use the church facilities as part of their business practice but may request use if the private event qualifies within our philosophy of church use. Non-members may not use the building or grounds for personal events.

**Scheduling Arrangements**

1. The church staff will make every effort to accommodate the events however, if a conflict should occur, use of the facilities for church activities have first priority.
2. No event is to be scheduled at NHCC later than 6:00 pm on Saturday.
3. Events must be scheduled a minimum of 1 week in advance.
4. Person(s) requesting use of the facility must complete a building use request. If approved, the Liability Release Form, Release and Indemnity Form, Proof of Insurance and payment are due prior to the event.

**Rental Fees**

Single Classroom Use	\$10/hr
Each Additional Classroom	\$5/hr
Chapel & Kitchen (Less \$5 for no Kitchen)	\$20/hr
Gym & Kitchen (Less \$5 for no Kitchen)	\$25/hr
Whole Building Rental (up to 12 hours)	\$350/day
Pavillion	\$10/hr
Use of A/V facilities & NHCC member to operate	\$50/hr

**Rental Information**

1. These fees include the use of the rooms listed on the request only and the nearest bathrooms. Use of any other area of the church must be pre-approved prior to date of use.
2. If sound, lighting and/or videographer (using the church equipment) is/are to be used, parties MUST use a NHCC trained person.



## **Building Use Form Event**

3. A member may use church accessories with prior approval of the building liaison or may rent outside the church.
4. Any music for your event should reflect the holiness of God. We ask that you choose music that is appropriate for the use in the church.
5. You will assume all responsibility for damage which occurs during your event to the building and the property of the church. Thumbtacks, nails, scotch tape, glue or any other items that would mar or disfigure the furniture or contents may not be used for purposes of decorating.
6. When candles are utilized, only no-drip style candles should be used for the activity. Lighted candles must be used in a safe and responsible manner.
7. All decorations must be removed immediately following the event.



# Building Use Form Event

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

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

### Rental Fees:

Room(s)	Price	Total
Single Classroom Use (Classroom: _____) Each Additional Classroom Classroom(s): _____	\$10/hr \$5/hr	_____ _____
Chapel & Kitchen (Less \$5 for no Kitchen)	\$20/hr	_____
Gym & Kitchen (Less \$5 for no Kitchen)	\$25/hr	_____
Whole Building Rental (up to 12 hours)	\$350/day	_____
Pavillion	\$10/hr	_____
Use of A/V facilities & NHCC member to operate	\$50/hr	_____
Other: _____		_____

I have read and agree to follow the Building and Use Policy of NHCC. Yes No

I have read and agree with the NHCC statement of beliefs. Yes No

I agree to provide all requested documents and pay the fees for the event. Yes No

Event Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only:

- Approved
- Release and Indemnity Form
- Proof of Insurance
- Liability Release

Payment Received on: \_\_\_\_\_ Cleaning Fee Waived Y N

Assigned Building Liaison: \_\_\_\_\_