



## Church Reservation Form

Please complete and submit this form, as well as the cleaning fee (described below), to the church office as soon as possible. Approval will not be granted until both are received. After approval, a confirmation letter will be mailed to you. Please note that, due to the large number of requests, *reservations are strictly limited to members of NSCC.*

(print clearly)

Today's date: \_\_\_\_\_

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

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

\_\_\_\_\_

Phone (home and cell): \_\_\_\_\_

Email: \_\_\_\_\_

Desired date of event: \_\_\_\_\_

Start and end time of reservation (including set-up and tear-down): \_\_\_\_\_

Start and end time of actual event: \_\_\_\_\_

\_\_\_\_\_

Describe event type (seminar, shower, wedding, meeting, etc) and who/what it is for: \_\_\_\_\_

\_\_\_\_\_

Name of person responsible for damages and contact information (phone and email): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Circle your room(s) request:    Café (seats 60)    Kitchen    Lobby Room 1 (seats 25)    Lobby Room 2 (seats 25)

Additional requests or notes: \_\_\_\_\_

\_\_\_\_\_

(turn over)

By signing this reservation form, you agree to the following:

- 1) You are responsible for any and all damage(s) to church property.
- 2) Smoking and alcoholic beverages are *strictly* prohibited.
- 3) All food and beverages must remain in the café area only (over tiled floors).
- 4) Throwing of rice (or other such materials) should take place outdoors only.
- 5) Candles are only allowed if used during a wedding ceremony (e.g., unity candles) or as decorations.
  - a. If used as decorations, only tealight candles may be used and must be placed inside an appropriate tealight holder.
- 6) Sounds systems will not be provided.
- 7) The use of church property must conclude no later than 7:00 PM on the day of your event, giving our janitorial staff time to clean.
- 8) Each reservation is subject to a mandatory cleaning fee.
  - a. The fee for a Friday evening or Saturday event is \$75.
  - b. The fee for a Sunday afternoon event is \$50.
    - i. The cleaning fee is used as payment for janitorial services since 1) the janitor must come in on his/her day off and 2) it is improper for NSCC to pay janitorial expenses for personal events (such as showers, receptions, etc) of church members.
  - c. The cleaning fee must be paid in advance. Requests will only be approved upon receipt of this application as well as the appropriate fee. A reservation is made when:
    - i. Both the application and fee have been received at the church office and, if the church is available, a confirmation letter has been mailed to those making such requests. *The confirmation letter serves as proof of reservation.*
  - d. This cleaning fee is mandatory and allows for no exceptions.
- 9) The church cannot be reserved Monday through Thursday due to a variety of ministry events and/or groups.
- 10) The church reserves the right to revoke permission to use the building at any time, for any reason (cleaning fees will be returned in a timely manner).
- 11) All furniture (tables, chairs, etc) must be as it was before the event occurred and all decorations removed.
- 12) Children are not allowed to roam throughout the church or play in the nursery rooms (the nurseries will already be cleaned, disinfected and prepared for Sunday services). Please keep them with you at all times.
- 13) When departing, please lock the front door (from the inside) and exit through the kitchen door (which will lock automatically). The lights can remain on since our janitorial staff will arrive shortly after your event.

If you have any questions, you're welcome to call us at (574) 935-3003. Upon completing this form, please deliver it to:

New Song Community Church  
c/o Office Administrator  
410 N. Kingston Road  
Plymouth, IN 46563

If you agree to abide by these guidelines, please sign below:

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