

**A EVENT DETAILS**

EVENT:		PURPOSE OF EVENT:
DATE(S):		ATTENDANCE:
Exceptions	<input type="checkbox"/> ONE-TIME   <input type="checkbox"/> WEEKLY   <input type="checkbox"/> MONTHLY	START TIME: _____ END TIME: _____
	<input type="checkbox"/> SU <input type="checkbox"/> M <input type="checkbox"/> TU <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> S	SET-UP DAY/TIME: _____ CLEAN-UP UNTIL: _____
	WEEK <input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> 4TH	<b>PLEASE NOTE: SATURDAY EVENTS NEED TO END BY 6PM</b>
CONTACT:		
EMAIL:		PHONE:

**B ROOM(S)**

- OFFSITE
- SANCTUARY
- LOBBY
- FIRESIDE RM
- FIRESIDE KITCHEN
- MULTI-PURPOSE
- MAIN KITCHEN
- MISSIONS RM
- 1603
- 1611
- OFFICER MEETING
- LIBRARY
- CHOIR RM
- TIERED CLASSROOM
- 1711
- 1811
- 1720/1730
- 1721/1731
- THE InN [NURSERY]
- 1203 [PRESCHOOL]
- 1205 [PRESCHOOL]
- 1209 [PRESCHOOL]
- MODULAR
- SUMMIT
- B720 [BASEMENT]
- B721 [BASEMENT]
- B730 [BASEMENT]
- B731 [BASEMENT]

**C AUDIO-VIDEO NEEDS?**  YES  NO

If yes, an A/V technician will contact you to discuss your needs. Fees will apply. Any media to be used in your event needs to be at the church two weeks prior to event.

**D FOOD**

Will there be food at your event?  YES  NO

**E USAGE**

For your event will you charge a fee?  YES  NO

For your event will you sell items?  YES  NO

**F SPECIAL INSTRUCTIONS** *[New Hope groups only]*

Please explain any needs for your event including a diagram of preferred set-up desires.

**G FEES/ PAYMENT INFORMATION**

- Full payment is due 2 weeks prior to event.
- Weekly and monthly event fees are due on the 1st of each month. Late fees may be applied.
- A/V Technician, Wedding Coordinator, Reception Coordinator fee are billed separately.

*I have read and acknowledge the above terms:* \_\_\_\_\_ INITIAL

**OFFICE USE ONLY**

- PRELIM. APPROVALS TRACKING*
- A/V TECHNICIAN
  - CHILDCARE [NH events only]
  - CUSTODIANS
  - FMT
  - KIDS' MINISTRIES
  - KITCHEN COORD. [NH+weddings]
  - MUSIC
  - PASTORS
  - RECEPTION COORDINATOR
  - SESSION
  - STUDENT MINISTRY
  - WEDDING COORDINATOR
  - OTHER
  - INDEMNITY AGREEMENT SIGNED?
  - PLACED ON CALENDAR ON \_\_\_/\_\_\_/\_\_\_ BY \_\_\_\_\_
  - CONFIRMATION SENT TO USER?
  - INVOICE SENT TO USER?
  - KEY ISSUED?      RETURNED?

GRP #	AMT	NOTES
	ROOM FEE \$ _____	
	ROOM FEE \$ _____	
	ROOM FEE \$ _____	
	_____ \$ _____	
	_____ \$ _____	
	_____ \$ _____	
	_____ \$ _____	
	LG GRP DEP \$ _____	
	BALANCE \$ _____ DUE _____	
	PAID IN FULL _____ INITIALS _____	

## H CARE + USE OF FACILITIES, RESPONSIBILITY + LIABILITY

1. No drugs allowed on the property. Smoking is not permitted within 25 feet of any doorway.
2. A custodian or other New Hope-associated adult should be present for the duration of any functions held by outside groups.
3. Supervise children at all times.
4. Harmful activities are not allowed.
5. Musical instruments: No decorations on any piano or organ. Instruments may only be moved with approval of music staff.
6. Only masking tape, blue tape, or removable hooks may be used to secure decorations. No duct tape, nails, or push pins. No decorations may be used in the Sanctuary without prior approval.
7. Return all equipment, including tables and chairs used, to their original storage place.
8. Everything brought in for an event must be removed, unless prior approval is given.
9. Return areas used to equal or better condition than when found.
10. New Hope sound or lighting control equipment in the Sanctuary and Multi-Purpose Room [MPR] may only be used by a New Hope-trained technician unless prior arrangements have been approved by a New Hope technician.
11. **All doors not in use must be kept locked. All open doors must be monitored to ensure safety of building occupants.**

- *Phones are located in the Resource Room and Main Kitchen.* Emergency Contact: Mr. Ed Baldwin, 253.632.3876
- *Accident Report forms are located by the main bathrooms.*

**New Hope members + regular attenders:** I am aware that groups are responsible for setting up, taking down, and cleaning up after each meeting or activity. I understand that it is my responsibility to close and lock all windows and doors.

**All users:** I am aware of all usage restrictions, listed above (Section H) and accept responsibility for the proper use and clean up of the church facilities. In the event of damage to equipment or facility (normal wear excluded), the person or group using the facility and equipment agrees to pay any loss at replacement value or cost of the repair within 30 days of notification.

I have read and agree to adhere to the Care + Use of Facilities terms.

SIGNATURE OF PERSON RESPONSIBLE

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

DATE

It is hereby agreed by and between the parties:

1. New Hope agrees to let User use the above described premises for the above described purposes on the agreed times and days of usage listed on the attached Event Scheduling Request.
2. User agrees to pay New Hope for the use of the premises.
3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
4. User agrees to abide by any rules or regulations for the use of the premises that are included in this document.
5. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a Certificate of Insurance to New Hope at least seven days prior to the date upon which the User begins to use the above described premises. The Certificate of Insurance will indicate that User has made New Hope an "additional insured" on User's policy with respect to the use by User of all above described premises.
6. User agrees to hold harmless, indemnify and defend New Hope (including New Hope agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of New Hope (including New Hope's agents, employees, and representatives) or otherwise. Additionally, User agrees to defend New Hope against any and all claims, demands, causes of action, suits, or judgments, including attorney fees, costs, and expense incurred in connection with all such matters.
7. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits. User is responsible for setting up, taking down, and cleaning up after each meeting or activity. User understands it is their responsibility to close and lock all windows and doors of the area used. User is aware of all usage restrictions listed in the Care and Use of Facilities information (Section H) and accept responsibility for the proper use and clean up of the church facilities. In the event of damage to equipment or facility (normal wear excluded), User using the facility and equipment agrees to pay any loss at replacement value or cost of the repair within 30 days of notification.
8. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
9. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.
10. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of New Hope.
11. New Hope and User agree that any disputes arising under this agreement will be resolved via a mutual acceptable alternative dispute resolution process. If New Hope and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.
12. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

DATED this  day of \_\_\_\_\_, 20\_\_.

New Hope Signer: Kawanna Perine, Ministry Operations Director \_\_\_\_\_

User: \_\_\_\_\_  
*PRINT NAME*

User Signature: \_\_\_\_\_

User Position Title: \_\_\_\_\_