

Facility Reservation Request

New Song Community Church

Name of Organization	Name of Responsible Contact Person
Address (Street, City, State, and Zip)	Address (Street, City, State, and Zip)
Phone	Cell Phone
Web Address	Email Address
Room(s)/Location(s)	Reason for Facility Use/Type of Event
Date(s) Requested ____/____/____	Number in Attendance
Frequency of Rental <input type="checkbox"/> Single Day <input type="checkbox"/> Consecutive Days <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other	If Reoccurring, Beginning Date ____/____/____ <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TR <input type="checkbox"/> F <input type="checkbox"/> SA If Reoccurring, Ending Date ____/____/____
Start Time (Including Set Up)	End Time (Including Clean Up)

Space	Cost for For-Profit Groups	Cost for Non-Profit Groups	Cost Per Additional Hour Use
Class or Conference Room	\$25	\$20	\$10
Kitchen	\$25	\$20	\$10
Narthex	\$50	\$40	\$20
Gym (Multi-Purpose Room)	\$100	\$75	\$40
Gym and Narthex	\$125	\$100	\$50
Gym, Narthex, and Kitchen	\$150	\$125	\$75
Entire Facility	\$250	\$200	\$100

- All fees are based on two (2) hours usage. Minimum rental requirement is one (1) hour usage.
- Payment is made out to New Song Community Church. Total payment is due at the time you book your event.
- Please return to: New Song Community Church | info@newsongchurch.net | 630.499.0542 | 630.229.6732 (fax).
- If an event is cancelled less than two weeks before it is to be held, only half of the payment will be refunded.
- **Please Note:** For wedding facility reservation requests, please refer to our wedding policy.

Furniture Requirements (Indicate Number Required)	Equipment Requirements (Indicate Number Required)
<input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Tablecloths <input type="checkbox"/> Coffee Urns <input type="checkbox"/> Refrigerators <input type="checkbox"/> Dishes/Cutlery	<input type="checkbox"/> Overhead Projector/Screen <input type="checkbox"/> TV/VCR <input type="checkbox"/> Podium <input type="checkbox"/> Portable Mic/Speaker <input type="checkbox"/> Additional Microphones <input type="checkbox"/> Keyboard

Hold Harmless Agreement and Facility Use Acknowledgement

User of the Facility agrees to protect, indemnify and hold free and harmless, New Song Community Church, its staff and agents from and against any and all claims, demands, causes of action, or other litigation (including all costs thereof and attorney's fees) of every kind and character on account of personal injuries, death, bodily injury or damage to property, of the public, New Song Community Church or User herein, its or their guests, employees, supervisors, vendors and agents: (whether resulting from the performance of its obligations hereunder), or the quality or safety of the programs used and/or the equipment or property of the User herein, all of these without regard to fault, even if any indemnified or injured party is negligent in whole or part.

By signature on this agreement, leasor acknowledges and agrees that:

1. Use of the facility requested will be restricted to individuals associated with their organization in order to maintain security.
2. New Song reserves the right to adjust or restrict the hours of use by any group/organization in order to accommodate the greatest number of requests.
3. The use of the facility requested will be restricted to the areas designated and approved for the reservation and to individuals associated with the organization in order to maintain security. The concourse and rest rooms may also be used during the event. All other areas are off limits.
4. Decorative or utility items (trash cans, kiosks, decorate tables, furniture, etc.) are to be moved only with permission and returned to their original placement site.
5. Adult supervision will be provided by the group/organization at all times.
6. The use, sale or possession of any weapon, firearm (including concealed handguns without specific authorization), pyrotechnics (including fireworks), illegal drugs, alcoholic beverages, or tobacco products on New Song property are prohibited
7. Performances, exhibitions, activities that are deemed indecent, obscene, immoral, or in any manner publicly offensive are not allowed.
8. Groups/organizations reserving any part of the facility may not post any signage on New Song property except at the facility during the scheduled date and time of the facility reservation. All signs (inside and outside) must be freestanding and must be approved by the Communications Department and Facility Director.
9. Groups or organizations shall maintain, at their sole cost and expense, comprehensive general public liability insurance from an approved company authorized to do business in the State of Illinois in which the group or organization is named as an insured. Adequate liability coverage is required for not less than one million dollars (\$1,000,000) and must be reflected that it is primary and not secondary or contributory with any insurance maintained by New Song. The policy must also include coverage for bodily injury including death, property damages, deprivation of civil rights or civil liberties, defamation of character, libel, slander, and other similar causes of action; the group or organization waives any right of subrogation against New Song in connection with any insurance proceeds received by or due to New Song. If New Song has a long standing commitment from the organizations, the organization will be asked to name New Song as an "additional insured" on their policy. The certificate of insurance shall be furnished at the time of payment.
10. Groups or organizations booking an event as a non-profit will need to provide a 501(c)3 form at the time of payment.
11. Failure to adhere to New Song procedures as specified herein may result in forfeiture of the current utilization and future use.
12. Facility reservation requests are not valid until confirmation by the Facility Manager is provided and payment in full is received.
13. Additional cleaning fees post-event may be charged if the facility is not restored to its original state.
14. New Song facilities will be closed on the following designated holidays/non-use days unless permission is granted by the Facility Director (New Year's Day, Martin Luther King Day, Holy Week (week prior to Easter including Monday after Easter), Memorial Day, Vacation Bible School (Sunday-Thursdays in the summer TBD), Independence Day, Labor Day, Thanksgiving Weekend (Thursday-Sunday), Christmas (week prior to and after Christmas), and New Year's Eve).
15. New Song is glad to allow all members of the community to utilize our facilities. This includes cultural and religious gatherings provided that said gathering is not a religious ritual or worship service. Any request for a religious ritual, ceremony, or worship service must be reviewed and approved by New Song and be submitted with the understanding that, as a Christian, Lutheran community we reserve, and will exercise the right, to disallow any non-Christian worship service, ritual, or ceremony.

I understand this Hold Harmless Agreement and agree to the terms and conditions of this agreement.

Signature

X

Printed Name

X

Date

X

FOR INTERNAL USE ONLY

Confirmation Sent to Contact Person	Insurance	Fee Paid
Signature of Facility Coordinator	Printed Name of Facility Coordinator	Date

