

Building Usage Policy

The property and facilities of New Life Community Church belong to the Classis of Muskegon, and the congregation. Its use is controlled by the Consistory, which grants approval.

The priority for use will be considered in this order; Scheduled church groups, special religious services, long-term contracts with organizations, church member families, non members or groups whose activities are in accordance with the purpose and mission of New Life.

General Facility Policy

Note: For private gatherings (non-ministry use) a security deposit of \$--- will be requested two weeks prior to the event. This deposit will be returned should the building be left in the condition in which it was found.

1. Facility usage must be coordinated with the church calendar and scheduled at least 4 weeks in advance by filling out a "Building Use Request" form (All exceptions must be approved by Pastoral Staff). Non-wedding events will be considered for approval no sooner than two months prior to the event. Upon receipt of a completed "Building Usage Request," form, a tentative "hold" will be placed.
2. Arrangements for obtaining building access are made with the Office Administrator. No one will have access to the building until these arrangements are made.
3. The "renter" will be held responsible for the condition of the facility. The security deposit will only be returned after the custodian inspects the building and finds it in satisfactory condition.
4. We hold the right to retain the security deposit for expenses the event costs the church, including damage to the building or premises and extra custodial clean up. If there is damage to the facility that exceeds the deposit, the "renter" will be responsible for paying additional expenses.
5. The use of kitchen equipment may require a review of operation by an authorized member. The church's kitchenware may be used for your event (i.e, metal silverware, serving platters, bowls). Paper products in the kitchen may be used for church/ministry events, but will need to be provided by the party hosting a non church/ministry event (i.e., plates, napkins, Styrofoam cups, plastic silverware).
6. If furniture is rearranged, it must be returned to its original set-up.
7. Decorations must be approved. They must be placed so as not to deface the facilities and must be removed the same day.
8. The use of candles may only be used with great caution, and must be enclosed in a glass to prevent any wax spills.
9. The use of snacks with children must be supervised by an adult. Snacks should be used in areas without carpet.
10. The church is not responsible for personal property left in the building.
11. Doors of rooms not requested (and approved for use) must remain locked.
12. ABSOLUTELY NO:
 - a. Alcoholic beverages on church property

- b. Smoking in the church building
- c. Taking church equipment from the premises for personal use (includes all tables and chairs).
- d. Moving of platform or musical furniture without permission(must be pre arranged with custodial staff and music worship leader)
- e. Crafting material smaller than ¼” on carpeted areas (i.e., glitter)

Lock-Up Procedure

The last person in the building should be the person who requested the use of building for the event. This person needs to complete the “Building Usage Checklist” by checking each item and initialing when complete. The check list will be provided to you when you meet with the Office Administrator. The completed checklist is to be left on the children’s ministry registration counter.

Prices / Fees:

Wedding

Deposit:	\$100
Building Use:	\$150
Sound Technician:	\$50
Pastor:	Monetary gift is customary

General Use

Classroom	Monetary Donation is appreciated
Entire Facility	\$100

Facilities Use Agreement for Weddings
New Life Community Church

Bride & Groom:
Address:
City, State, Zip:
Phone:

Requested Date: Requested Time:
Rehearsal Date: Rehearsal Time:

New Life Member? Yes___ No___

Home Church:
Requested Pastor:

Optional Services Requested

- Pianist
- Video Tech (slide show, video, etc...)

User Agreement

1. I agree that I will not use the premises for any purpose that is contrary to the mission purpose, or belief of New Life Community Church, which is a Biblically-based religious institution
2. I agree to pay \$___ for the use of the facilities. Full payment is due no later than 30 days prior to the wedding
3. I agree to abide by any rules or regulations for the use of the premises that are attached to this agreement.
4. I agree to hold harmless, indemnify, and defend New Life Community Church (including agents, employees, and representatives) from any and all liability for injury of damage which may result from any person using the above described premises, its entrances and exits, and surrounding area, for my purposes, regardless of whether such injury or damage results from the negligence of New Life Community Church (including agents, employees, and representatives).
5. I agree to follow the rules as outlined on the attached sheet. I understand that if I fail to comply with the rules and policies of New Life Community Church, my deposit will not be refunded and further action may be necessary.
6. I agree to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrant that the premises will be used only if it is in a safe condition
7. I understand that I may cancel my event up to 14 days in advance
8. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter

Signature of User

Date

Facilities Use Agreement
New Life Community Church

Organization or Group:
Person responsible for event:
Address:
City, State, Zip:
Phone:

Type of Event:
Party ____ Shower ____ Wedding Reception ____ Open House ____ Other:

Requested Date: Requested Time:
New Life Member? Yes ____ No ____

Room(s) Requested: Worship Area and Concourse

Equipment Requested
Tables ____ Folding Chairs ____ Serving Dishes ____ Coffee Makers ____
Microphone/Sound system ____ Other: _____

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