

# Northwest Community Church

8735 Cheviot Road, Cincinnati, OH 45251  
(513)385-8973 email: nwcc08@gmail.com

# Church Use Agreement

Date Revised:  
2/23/2022

Date Approved:  
\_\_\_/\_\_\_/\_\_\_

All individuals or groups wishing to use the church facilities must complete this form. Complete this form and return it to the Church Office as far in advance of a meeting as possible.

The primary use of this facility is to glorify God. If conflicts occur, the use of the facilities for religious purpose will have first priority. Second priority will be for use by church activities. We will do everything possible to notify you of any conflicts as far in advance as possible.

### Check the appropriate category:

- The group requesting use of the church is part of the CHURCH PROGRAM (i.e., standing committee, deacons, session, etc.).  
No fees, scheduling is required.
- The group requesting use of the church is a NON-PROFIT ORGANIZATION working for the betterment of the community (i.e., Scout Troop, School, etc.). No fees, scheduling is required.
- The group requesting use of the church is a NON-MEMBER or FOR PROFIT ORGANIZATION, a company, or government agency.  
Fees and scheduling required.

Name of Your Organization: \_\_\_\_\_

Person Requesting use of Church: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### 1. What is the primary function of your group?

Worship  Study  Character Development  Entertainment

2. Will this be a recurring use?  No  Yes ( Weekly  Monthly  Yearly)

3. This group will consist of mostly  Adults  Ages 6-12  Ages 13-18  
*All groups with youth must have adequate supervision by mature adults.*

4. What will be the range of number of participants? \_\_\_\_\_ to \_\_\_\_\_ persons.

Dates Needed: \_\_\_/\_\_\_/20\_\_\_ — \_\_\_/\_\_\_/20\_\_\_

Time Needed: FROM \_\_\_\_\_ am / pm TO \_\_\_\_\_ am / pm

What Event or Activity Will be Held: \_\_\_\_\_

**KEY#**

### I Am Requesting the Use of:

- Sanctuary  4th & 5th Grade Room
- Narthex  Adult #1 Classroom
- Lounge  Adult #2 Classroom
- Nursery  Adult #3 Classroom
- Conference Room  Fellowship Hall **ONLY**
- Outside Facilities  Fellowship Hall **AND** Kitchen

### Alcohol Use Policy

1. We do allow alcohol on the premises.
2. The signer agrees that Northwest Community Church (PCUSA) is not held responsible for any injuries or damage that may occur on the property.
3. Northwest Community Church (PCUSA) provides no alcohol nor bartender.
4. The signer is responsible for all damages and injuries on the property along with clean up, including but not limited to mopping the floor and emptying the trash.

Will you need any equipment, explain: \_\_\_\_\_

All setups and clean ups are the responsibility of the group using the church. All set up and take down of tables, chairs, etc. that is not completed by the group will incur a fee. This includes cleaning the floor and removing trash to the dumpster. Also, all doors must be locked & lights turned off. Thermostats are not to be adjusted. **(see other side for fee schedule)**

**A new form must be filled out at the beginning of each calendar year.**

# Northwest Community Church

8735 Cheviot Road, Cincinnati, OH 45251  
 (513)385-8973 email: nwcc08@gmail.com

## Fee Schedule

All Payments Are Made In Advance

Room / Area / Use	Member Cost	Non-Profit Cost	Non-Member Cost	Miscellaneous Cost	# Hours or Items / Total Cost
Sanctuary Wedding	\$50.00	N/A	\$300.00	Pastor Fee, Including Mandatory Counseling is \$200.00	\$ _____
Funeral	No Charge	N/A	\$250.00	Includes Pastor Fee (Organist Fee is an Additional \$150.00)	\$ _____
Fellowship Hall	No Charge	No Charge	\$25 per hour	Responsible for Set-Up, Teardown & Cleaning	\$ _____
Kitchen	No Charge	No Charge	\$25.00 (total)	Responsible for Clean-Up	\$ _____
1st, 2nd, 3rd Grade 4th & 5th Grade Middle School High School Conference Room	No Charge	No Charge	\$10.00 per hour / per room		# Hours _____ \$ _____
Lounge Adult #1 Room Adult #2 Room Adult #3 Room	No Charge	No Charge	\$4.00 per hour / per room		\$ _____
Outside Rental of Round Tables	No Charge	\$4.00 each	\$4.00 each		# Tables _____ \$ _____
Outside Rental of 8 Foot Tables	No Charge	\$6.00 each	\$6.00 each		# Tables _____ \$ _____
Outside Rental of Chairs	No Charge	\$1.00 each	\$1.00 each		# Chairs _____ \$ _____

**Any damage to the facilities must be reported to the church office by the next business day.**

**TOTAL COST** \$ \_\_\_\_\_

All payments are to be made in advance or on the day of the facility's use. Payment can be made by check, payable to: "Northwest Community Church". If the church is required to bill you or your organization, there will be an additional charge of \$5.00 per month. Failure to pay will result in your group not being allowed to use the facilities.

Applicant's Signature (sign & print name) \_\_\_\_\_

Date \_\_\_\_\_

\$ \_\_\_\_\_  
Total Cost

Approved By (Trustee) \_\_\_\_\_

Date \_\_\_\_\_

Approved By (Session) \_\_\_\_\_

Date \_\_\_\_\_

**A new form must be filled out at the beginning of each calendar year.**