

Northwest Community Church

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

Church Use Agreement

Date Revised:
1/1/2023

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: _____

I Am Requesting the Use of:

- | | |
|--|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> 15 = AA Rm |
| <input type="checkbox"/> Narthex | <input type="checkbox"/> 18 = History Rm |
| <input type="checkbox"/> 1 = Fellowship Hall | <input type="checkbox"/> 20 = Lounge |
| <input type="checkbox"/> 2 = Kitchen | <input type="checkbox"/> 21 = Adult Study |
| <input type="checkbox"/> 3 = Conference Rm | <input type="checkbox"/> 22 = Adult Study |
| <input type="checkbox"/> 7 = Library | <input type="checkbox"/> Outside |
| <input type="checkbox"/> 11 = Nursery | _____ |
| <input type="checkbox"/> 12 = Medical Stg | _____ |
| <input type="checkbox"/> 14 = Elife Rm | _____ |

KEY#

Alcohol Use Policy

1. The signer agrees that Northwest Community Church (PCUSA) is not held responsible for any injuries or damage that may occur on the property.
2. Northwest Community Church (PCUSA) provides no alcohol nor bartender.
3. 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.

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

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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	\$ _____
Room(s) _____ _____	No Charge	No Charge	\$10.00 per hour / per room		# Hours _____ \$ _____
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 <i>must be reported</i> to the church office by the next business day.				TOTAL COST	\$ _____

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.**

Initial & Date

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

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