



New Life Church Rental Application

Policy:

It is within the principles and objectives of New Life Assembly of God Church to provide the opportunity for community organizations and individuals with compatible objectives to use on a per diem or other approved period of time, space at the Church. It is also the policy of the New Life AOG Church to permit usage to members of the Church for special events such as weddings, memorials, special events, and other approved activities.

Procedures:

1. Applicant must complete and sign this form and submit it to the office at least three weeks prior to the date and time requested.
2. The applications will be approved by the Church.
3. Rentals are on a first-come, first serve basis. Church partners requesting space for approved functions will have priority over community-related requests that are submitted at the same time.

| Wedding Package | Rate | Member Rate |
|--|-------------|--------------------|
| Sanctuary (Seats 300) Kitchen & Fellowship Hall (Seats 100-150) Folding Chairs & Tables, Cleaning Fee & Sound Tech | \$750.00 | \$400.00 |



1. In order to reserve all or part of the facility, a signed application and security deposit must be turned in to the church office.
2. 50% of the rental fee is due at signing, the other 50% is due 3 weeks before the event.
3. In order for Membership rates to apply, the rental agreement and rental payment must be made by a New Life Church Member. The Member is also expected to be at the event, assuring that the facility is returned to the state it was found (i.e. clean).
4. There is also a security deposit of \$100.00, to be paid no less than three weeks prior to the event. The deposit will be refunded within two weeks after the event has occurred UNLESS there is damage, breakage or harm to Church property, including buildings, furniture, fixtures, supplies, or excessive clean-up is required, in which case the church will refund only the unused part of the security deposit, if any.
5. New Life Assembly of God is 100% SMOKE & ALCOHOL FREE.

APPLICATION

Date: _____
Applicant Name: _____
Address: _____

Phone: _____
Cell Phone: _____
Email: _____
Package/Space Requested: _____
Date of Use: _____
Time of Use: _____
Arrival _____ Departure _____
Purpose: _____
Number of Persons expected: _____
Person Responsible: _____
Addresses & Phone if different from above:

I agree to pay the rental fee for the requested space and to be responsible for additional costs for cleanup, repairs, or property damage that are a result of the use of the building.

Signature (must be 21 years of age to sign):

Date: _____

For Office Use Only

Application Received: _____
Approval: _____
Deposit Received: _____
Check Number: _____
Balance Received: _____
Building was returned to the condition in which it was received:
Authorized Signature: _____
Date: _____
Security Deposit Returned:
Date: _____ Check # _____