

APPLICATION FOR USE OF NORTH INDUSTRY CHRISTIAN CHURCH FACILITIES

Please fill out two forms. Keep one and send the other back to NICC.

Date Requested _____ Time from: _____AM/PM to: _____AM/PM

Name _____ Phone _____

Address _____

Purpose of Request _____

Approximate number in group _____

Areas requested: ___ Sanctuary ___ Chapel ___ Classrooms
 ___ Fellowship Hall ___ F. H. Stage ___ Multi-purpose room
 ___ Kitchen ___ Pavilion

RESPONSIBILITIES:

1. Confine group to the area requested, including restrooms.
2. There is a three-hour maximum time for building use, unless previous arrangements are made.
3. No smoking in the building or alcoholic beverages on the premises.
4. Arrange your own meeting place and re-arrange according to custodian's instructions when finished.
5. Tidy up your meeting place and restrooms used.
6. Clean and return equipment to proper place and condition.
7. You are responsible for any property or equipment damaged.
8. All non-affiliated church groups must have church custodian service and supervision, including caterers use of kitchen facilities.
9. The church is not in use from 10PM to 9AM.
10. Caterer must clean up and remove garbage from site.

There are no fees for the use of church facilities. However, there may be a cost to defray the church's expense for custodial overtime if your event requires custodial overtime. The cost for custodial overtime is \$15.00 per hour, payable to NICC at the time your application for the use of the facility is approved. Application for the use of this facility is due two months prior to your event. We will notify you within one week after your application is received if the date is available or not. Applications are on a first come/first serve basis.

Applicant's Signature: _____ Date _____

**Call the church office within one week of your activity to schedule set-up time.

FOR OFFICE USE ONLY:

Approved Yes _____ No _____ Signature _____

Revised February 14, 2002