

New Covenant Community Church Facilities/Equipment Use Request Form

Date: _____

Requests are reviewed within one week of receipt and as required, will be forwarded to the Executive Board for their approval. Please allow time for this approval process when submitting your requests. Thank you.

Person in charge:

Name / Address / Zip: _____

Telephone: Home: _____ Office: _____

e-mail _____

Required: New Covenant Community Church Contact (Must be a Member Sponsor): _____*

*Must be in attendance during the event

Organization and

Purpose: _____

Type of

Function: _____

Number in attendance: _____

Date of function: _____

to: _____

Event Start Time: _____ **AM/PM**

Reserve time: Set up _____ **AM/PM**

Event End Time: _____ **AM/PM**

Reserve time: Clean up _____ **AM/PM**

Facility Use: Sanctuary _____ Classroom # _____ Other _____

Equipment & Services needed: _____ Chairs _____ Tables _____ VCR _____ DVD Player
_____ TV _____ Sound System* _____ Video Projection* _____ Stage* _____ Kitchen _____ (Other-Specify)

* NCCC trained sound and video technicians are required (additional fees apply) if the sound system, video projection, or stage equipment will be used.

I have read the policy for the use of New Covenant Community Church's facilities and agree to follow them.

Signature of Responsible Person

Date

Signature of NCCC Member Sponsor

Date

Approval:

Secretary of the Corporation

Date

**New Covenant Community Church
Hold Harmless/Certification of Insurance Coverage**

(To be completed by Local Community and Outside Organizations Only)

Name of Group/Organization _____

Hold Harmless Agreement:

It is an express condition of the possession agreement that New Covenant Community Church (NCCC) and its officers, clergy and employees shall be free from any and all claims for damages or suits for or by reason of any death or deaths of or injury or injuries to any person or persons or damages to property of any kind whatsoever, from any cause or causes whatsoever while in or upon said premises during the term of this possession agreement; and user hereby covenants and agrees to indemnify and to hold harmless NCCC and it's officers, clergy, and employees from all liabilities, charges legal and other necessary expenses and costs on account of or by reason of such death or deaths or injury or injuries, liabilities, claims, suits, or losses however occurring or damages out of same.

Signature _____

Date _____

Organizations' Proof of Liability

User shall maintain in full force and effect during the term of this possession agreement, comprehensive general liability insurance with bodily injury and property damage liability insurance; and user agrees that NCCC its officers, clergy, and employees shall be named as additional insured under such liability policy. A certificate of insurance showing evidence of such coverage shall be filed with the church.

Signature _____

Date _____

I hereby certify that I am the authorized contact person of the above named group, and that the above named group will adhere to the terms and conditions of this form, the Facilities Use Policy of NCCC and any other written agreements deemed necessary to accommodate this request. I have read and understand the Church Facilities Use Policy and do commit the above group to their compliance.

(Signature of Authorized Representative)

Date _____