

New Philadelphia Moravian Church

Property Request Form

Today's Date _____

Responsible Individual _____ Organization Name _____

Address _____

Phone Number _____ Cell phone (*contact during event*) _____

Relationship with NPMC Member Non-member Provincial Request

Requested date(s) of use _____ Space Requested _____

Requested time of use _____
(*please include time needed for set-up and break-down*) **ALL EVENTS MUST BE OVER AND THE BUILDING VACATED BY 10 P.M. – NO EXCEPTIONS.**

Arrival time _____ Departure time _____

Describe the purpose for which you desire to utilize the church and its facilities _____

How many people do you expect? _____ How many children under the age of 17? _____

Do you have Audio/Video requests? Yes | No (You must complete a separate form for any Audio/Visual requests.) **Do you need table clothes?** Yes | No (*Cleaning of table clothes is your responsibility. You may wash them at home or take them to South Fork Cleaner and let them know you're from New Philadelphia Moravian Church*) **Do you need tables and chairs?** Yes | No **If "Yes", how many?** _____

I agree to pay the rental fee for the request space and to be responsible for additional costs for cleanup, repairs, or property damage that are a result of the use of the building. **The Responsible Person is charged with set-up, take-down and initial cleaning after take-down.** Upon the departure of your group, the space you use should look very much like it did upon your arrival. The cleaning fees which are included in your rental fee are for sweeping, dusting, cleaning of the bathrooms, mopping of the kitchen, emptying of trash, etc.

Signature (*must be 21 of age or older to sign*) _____ Date _____

FOR OFFICE USE ONLY

Date request received in church office _____

Property Committee action Approve | Denied | Office approval (*no action required by Property Committee*)

Payment received _____ Key issued (*if applicable*)