

New Philadelphia Moravian Church

Property Request Form

Today's Date _____

Responsible Individual _____ Organization Name _____

Address _____

Phone Number _____

Relationship with NPMC Member Non-member Provincial Request Scout Troop

Requested date(s) of use _____

Classrooms | Old Fellowship Hall (*Gross Motor Room*) Fellowship Hall Banquet Room

Space Requested *(fee schedule on back)* Youth Building/Pavilion (**Unavailable to Non-members**) Sanctuary Friendship Room w/kitchen (**Unavailable to Non-members**)

Main Kitchen (Hot) Main Kitchen (Cold)

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 for set-up _____ Event start time _____

Event end time _____ Departure time _____

In detail, provide the purpose for which you desire to utilize the church and its facilities; **we do not rent to for-profit entities**

How many attendees? _____ How many children are under 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 a local dry cleaner)

Do you need tables and chairs? Yes | No If "Yes", how many? _____

The Responsible Person is charged with set-up, break-down and initial cleaning after break-down.

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.

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. Those using the kitchen should adhere to the Clean-up Procedures posted.

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)

Fees Charged to Non-Members

- Sanctuary\$290.00*
- Banquet Room (BR).....\$290.00*
- Classrooms\$40.00*
- Fellowship Hall (FH)\$390.00*
- Fire HouseNot Rented.
- Kitchen (Cold).....\$140.00*(Rented only with FH or BR)
- Kitchen (Hot).....\$215.00* (Rented only with FH or BR)
- Friendship RoomWeddings and Funerals Only. Comes with Sanctuary.
- Scout Hut.....Not Rented.
- Youth Building/Pavilion.....Not Rented.

Fees Charged to Members Engaging in Space for Private Use

- Sanctuary\$90.00
- Fellowship Hall\$90.00
- Youth Building/Pavilion.....\$65.00
- Friendship Room w/Kitchen\$65.00
- Classrooms\$40.00
- Kitchen (Hot).....\$115.00
- Kitchen (Cold).....\$65.00
- Banquet Room\$65.00