



New Wilmington
Presbyterian Church

Deeper in Scripture • Wider in Service

Activity Date: ____/____/____

AGREEMENT FOR USE OF FACILITIES AND/OR EQUIPMENT

New Wilmington Presbyterian Church

229 South Market Street ♦ New Wilmington, PA 16142

Phone: 724-946-3541 ♦ email: office@nwpcresby.org

I, _____, request permission to use the following facilities and/or equipment:

☐ Sanctuary ☐ Audio Visual _____
☐ Social Hall _____
☐ Tables & Chairs ☐ Sound System (NOTE: requires NWPC audio technician)
☐ Kitchen: ☐ stove and/or oven ☐ Other _____
☐ dishwasher

NOTE: requires trained NWPC personnel to oversee use of stove, oven or dishwasher.

Approved NWPC person overseeing kitchen / sound: _____

for the purpose of _____

Date: _____ Time - beginning at _____; ending at _____ Actual start time: _____
 (include time needed for set-up and take down)

List rehearsal / preparation date and time if different from actual event: _____
 (May require additional fee.)

- ☐ I agree to pay any applicable fee in advance of the event.
- ☐ I understand that the fee does not include use of NWPC paper products and will provide my own.
- ☐ I agree to take care of the church by taking care of the following:
 - to return all facilities, furniture, and/or equipment to the proper place and leave all areas used in a clean and orderly condition at the conclusion of this event.
 - to check restrooms, both ladies and men, to make sure toilets are flushed if needed, and any running water is turned off.
 - before leaving, to make sure all lights are off, all electrical appliances turned off, windows are closed, waste cans, if used, have been emptied, and doors are locked.
- ☐ I understand that should additional janitorial services be necessary following my event, and/or damage or loss to equipment is identified, I will be billed for these expenses.
- ☐ I will complete Clean Up Check List and return to the Church Office at the conclusion of my event.
 (NOTE: Please report any problems you may have had while using facilities on clean up form.)

Person who accepts responsibility for the event:

NWPC Member? Yes No

Signed _____

Date _____

Address _____

Phone _____

Cell phone _____

Email _____

Name of Organization: _____

Check all that apply:

- ☐ Service and/or Community organization* ☐ Non-members/others - Social Hall/Kitchen: \$300
- ☐ NWPC Members* ☐ Non-members/others - Ligo Room/Sanctuary: \$200
- ☐ *- By donation ☐ College Student Organizations: (1/2 price)
- ☐ Additional fee for use of NWPC audio technician, kitchen supervisor, or custodial/maintenance support services (\$20/hour, or as determined by the Trustees.)

See "Guidelines for Weddings at NWPC" for separate fee schedule.

Trustee Approval Signature: _____ Fee: _____ paid ____/____/____