

**NORTH VALLEY FRIENDS CHURCH**

4020 N College

Newberg, OR 97132

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[www.northvalleyfriends.org](http://www.northvalleyfriends.org)

[office@northvalleyfriends.org](mailto:office@northvalleyfriends.org)

# Request for Building Use

## Contact Information

Individual/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Event Information

Activity: \_\_\_\_\_

Date(s)/Time(s): \_\_\_\_\_

Rooms Requested: \_\_\_\_\_

Set-Up Date(s)/Time(s): \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Additional Information: \_\_\_\_\_

## For Office Use Only:

Attendee/Non-Attendee: \_\_\_\_\_

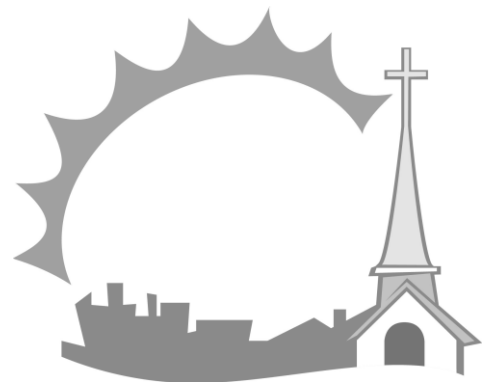
Fee Agreed Upon: \_\_\_\_\_

Payment Received: \_\_\_\_\_

Deposit Received: \_\_\_\_\_ Key #: \_\_\_\_\_

Date Out: \_\_\_\_\_ Date In: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **BUILDING USAGE RATES**

Refundable Cleaning Deposit	\$25.00
Sanctuary	\$40.00
Fellowship Hall & Kitchen	\$40.00
Upstairs Kitchen & Adjoining Room	\$25.00
Gym	\$20.00/hour
Additional Rooms	\$15.00 each

*It is the responsibility of the person(s) using the building to make sure it is clean and back in order. If we have to clean up after your function, the following cleaning fees will be charged and deducted from the Refundable Deposit amount. Thank you for your cooperation.*

## **CLEANING CHARGES**

Sanctuary	\$25.00
Fellowship Hall & Kitchen	\$25.00
Education Wing	\$25.00
Additional Rooms	\$5.00 each