

NORTH VALLEY FRIENDS CHURCH

4020 N College

Newberg, OR 97132

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www.northvalleyfriends.org

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

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
New Education Wing	\$25.00
Additional Rooms	\$5.00/each