

**NORTH VALLEY FRIENDS CHURCH**

4020 N College  
Newberg, OR 97132  
503.538.5340

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

# Request for Building Use

**As a church, our priority is to our congregation, and as such we reserve the right to cancel your reservation if a church related event, such as a funeral or wedding, becomes necessary on a certain date. We apologize for any uncertainty this may cause.**

## Contact Information

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

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

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

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

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

## Event Information

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

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

Rooms Requested: \_\_\_\_\_ How many people at event?: \_\_\_\_\_

Set-up is available for an additional fee: \_\_\_\_\_

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

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

## For Office Use Only:

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

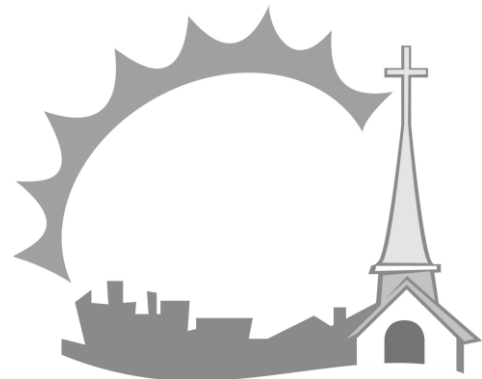
Fee Agreed Upon: \_\_\_\_\_ + \$35 key & cleaning deposit

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

Deposit Received: \_\_\_\_\_ Key or Code #: \_\_\_\_\_

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

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



## BUILDING USAGE RATES

|                                   |   |
|-----------------------------------|---|
| Sanctuary or Library              | \$40.00   |
| Fellowship Hall & Kitchen         | \$50.00 (up to 5 hours)*<br>\$100 (over 5 hours)* |
| Upstairs Kitchen & Adjoining Room | \$35.00   |
| Gym                               | \$20.00/hour**                                    |
| Additional Small Rooms            | \$15.00 each (or \$25 if rented alone)            |
| Portable Indoor Labyrinth         | \$50.00 per day                                   |
| Tent Rental                       | \$50.00   |

**\* All set-up and cleanup must be completed in the time frame reserved.**

**\*\* Gym facility policy must be read and signed prior to event.**

## CLEANING CHARGES

**Refundable Key & Cleaning Deposit \$35.00 or \$50.00 in addition to usage fee.**

*It is the responsibility of the person(s) using the building to collect the refundable deposit after the event. Deposits left after 30 days will be forfeited. It is also your responsibility to make sure the building 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.*

|                              |                                 |
|------------------------------|---------------------------------|
| Sanctuary, small rooms, etc. | \$35.00                         |
| Fellowship Hall & Kitchen    | \$50.00 (no kitchen use - \$35) |

## FACILITY USE POLICY

- As a church, our priority is to our congregation, and as such, we reserve the right to cancel your reservation (and give a full refund) if it becomes necessary for a church event, such as a funeral or wedding, on a certain date. We apologize for any uncertainty this may cause.
- No alcohol use permitted on site; no smoking in the building.
- Music must be kept to a level that is respectful to our neighbors and be turned down by 10:00 pm.
- It is the responsibility of the person(s) using the building to pay for the repair or replacement of anything broken.
- Signs, balloons & string must be removed or a \$10 fee will be incurred. This includes items attached to church roadside sign.
- Events must be finished and any clean up done by 11:30 pm.
- No events on Saturday evening. Events must end by 6pm.

**I HAVE READ AND AGREE TO THE POLICIES WRITTEN ABOVE.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_