

NORTH VALLEY FRIENDS CHURCH

Call: 503.538.5340
www.northvalleyfriends.org
office@northvalleyfriends.org

4020 N College
Newberg, OR 97132

Office Hours
Monday 9 am - 1:30 pm
Wednesday 9 am - 1:30 pm
Thursday 9 am - 1:30 pm

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) becomes necessary on a certain date. We apologize for any uncertainty this may cause.

Contact Information

Individual/Group: _____

Contact Person: _____

Address: _____

Phone: _____ E-Mail: _____

Event Information

Activity: _____

Date(s)/Time(s): _____

Room(s) Requested: _____ How many people at event? _____

Additional Information _____

For Office Use Only Attendee Non-Attendee

Fee Agreed Upon: \$ _____ + \$200 refundable security deposit

Payment Received: \$ _____ Deposit Received

Office Initials: _____ Date: _____

Key Date Out: _____ Key/Code #: _____

Office Initials: _____ Date: _____

Key Turned in Deposit Returned: Full Partial \$ _____

Deposit Forfeited _____

Office Initials: _____ Date: _____

BUILDING USAGE RATES

Sanctuary	\$125 (up to 5 hours)* \$200 (over 5 hours)*
Fellowship Hall & Kitchen	\$125 (up to 5 hours)* \$200 (over 5 hours)*
Gym	\$35.00/hour**

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

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

SECURITY DEPOSIT

Refundable Security Deposit \$200.00

It is your responsibility to make sure the building is clean and back in order, all guests remain *only* in the rooms that are rented, follow the facility use policies outlined below, and return any keys.

Any damages or failure to clean, return keys, or follow all policies will result in forfeiting some or all of the security deposit. Thank you for your understanding and cooperation.

It is the responsibility of the person(s) using the building to collect the refundable deposit from the church office after the event. Deposits left after 30 days will be forfeited.

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 vaping or 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 repair/replacement of anything damaged.
- * Signs, balloons, and any string must be removed or a fee will be incurred. This includes items attached to church roadside sign or mailboxes.
- * You are responsible to clean up all outside trash left by your group.
- * The person(s) making the reservation and all guests must remain *only* in the rooms being rented.
- * Events must be finished and any clean up done by 11:30 pm.
- * Events on Saturday evening in the Fellowship Hall must end by 6:00 pm.

I HAVE READ AND AGREE TO THE POLICIES WRITTEN ABOVE.

SIGNATURE: _____ **DATE:** _____