



## New Britain Baptist Church

# Application To Lease Facility Space

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### *Application Process (Recurring Use), Page 1/4*

The following steps outline the application process for recurring use of church facilities for at New Britain Baptist Church. If you are applying for one-time use of our facilities, please contact the church office for more information on One-Time Use of Church Facilities.

1. If you have not already done so, please contact the church Admin to confirm that we have the capacity to lease space to your group on a regular basis.
2. Review page 2: "Policies & Procedures" of the Lessee Facility Use application packet.
3. Complete page 3: "Application Form" of the Lessee Facility Use application packet. Return **ONLY** this form (page 3) to the address listed on the form; please keep all other pages in this application packet.
4. Once the Trustee Chairperson has received and reviewed your request, approved forms will be sent back to the applicant with a signature, a lease agreement, and any comments. Denied forms will be returned to the applicant with explanation.
5. After the approved form has been returned to you with the lease agreement, please review the agreement and sign both copies. Please return one copy to the church office and keep the other for your records.
6. Enjoy your event!

Please direct any questions or concerns to the church Admin at 215-345-1535 or [newbritainbaptist@verizon.net](mailto:newbritainbaptist@verizon.net). Thank you.

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### *Policies & Procedures (Recurring Use), Page 2/4*

All Lessees who have been approved for Lessee Facility Use must adhere to the following policies and procedures:

1. Lessee must report any church property damage to the church office at 215-345-1535 by the following business day.
2. Lessee must return facility to the way in which it was found prior to the event (furniture returned to original set-up, extra tables and chairs cleaned and stored, etc.).
3. Should the Trustees determine that the church property/facility was not restored to its condition prior to the scheduled event or damage has occurred to the facility and/or contents, the Lessee agrees to pay for any damage to church property and/or facility used during their event and agrees to pay for extra cleaning, if required, at current rates.
4. Lease Fee checks must be made to: New Britain Baptist Church; Memo: Lease Fee - *Group Name*. Please refer to lease agreement for amount and payment dates. If payment is made by cash we will provide remittance envelopes for you to use.
5. Lessees will be given a code to a lock box containing a key for the door at which the lock box is located. Lessee groups are not to provide this code to any other parties.
6. The Lessee must request to use the kitchen and appliances. There is an additional cost to use the kitchen and appliances.
7. \*Lessee is given permission to use those areas of the facility specified in the Lease Agreement. Party must indicate on the application their intention to use gas stove/oven in kitchen; otherwise, the party will not be permitted to use the appliance.
8. Smoking, drinking of alcoholic beverages, tobacco use, and dancing are prohibited on the premises (inside and outside).
9. **\*Kitchen facilities are not available at this time.**
10. *New Britain Baptist Church special events, such as a funeral luncheon, will take precedent over the lessee use of facilities.*
11. Lessee groups agree to assume all risks associated with this event (Certificate of Liability Insurance is required in most cases).

**NBBC reserves the right to withdraw approval of any application due to the violation of any and all policies.**

***Emergency Contact: Bill Field C: 215-603-1353***

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*Application Form (Recurring Use), Page 3/4*

Date: \_\_\_\_\_ Lessee Group: \_\_\_\_\_

**Group Representative.** Please designate one person from the group as your Group Representative. This person will be responsible for maintaining the relationship with our church office (scheduling, arranging payment, signing lease agreement, etc.). Please provide his or her information below:

Name	Lessee Group	Phone
Street Address	City, State, ZIP	Email Address

**Description.** Please provide a description of the nature of your group and activities:

\_\_\_\_\_  
\_\_\_\_\_

**Needs.** Please list what your group will require (amount of space and how many people we need to accommodate, equipment such as tables and chairs, etc.):

\_\_\_\_\_  
\_\_\_\_\_

<b>NBBC Area Leased (General)</b>			<b><u>Lease Fee:</u></b>
Room/Space:			
<b>NBBC Area Leased (Kitchen):</b> <i>Y</i> <i>N</i>			
Microwave:	Y	N	
Stove:	Y	N	
Refrigerator:	Y	N	
Coffee Maker:	Y	N	

**Schedule.** Please indicate when your group would require the space: day, time, and length of lease and on what basis: weekly, bi-weekly, monthly, at what time, etc.

\_\_\_\_\_  
\_\_\_\_\_

**Cancellation Policy:** Please notify the church office of any cancelation (ex. In climate weather, emergencies, etc.) via phone or email. Lessees will not be charged for cancelled sessions. Please deduct the amount for the cancelled session from the next month's payment.



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*Application Form (Recurring Use), Page 4/4*

The application for lessee facility use at New Britain Baptist Church is being made with full knowledge and agreement of the attached Policies and Procedures for Lessee Facility Use. Every effort will be made to fulfill Lease Agreement as scheduled.

\_\_\_\_\_  
Lessee Group Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized NBBC Signature

\_\_\_\_\_  
Date

Please return this form to the following:

Trustee Chairperson  
New Britain Baptist Church  
P.O. Box 5147  
New Britain, PA 18901

Upon completion of this Application, it will be reviewed by the Trustee Chairperson.

If approved, this form will be signed below by a NBBC Authorized Agent and returned to you with two copies of a Lease Agreement. Please review the Lease Agreement, sign and return one copy to the church. Keep the other copy for your records. If a change is required in the agreement, please contact the church office.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Lease Fee: \_\_\_\_\_

Special Comments:

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