

New Britain Baptist Church

One-Time Use Lease of Facility Space



Application Process (One-Time Use), Page 1/4

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

1. If you have not already done so, please contact the church Admin to confirm that your event date is available, to describe the nature of your event and to inquire about possible donation fees.
2. Review page 2: "Policies & Procedures" of the Use of Church Facilities application packet.
3. Complete pages 3-4: "Application Form" of the Use of Church Facilities application packet. Return ONLY these pages to the address listed on the form; please keep all other pages in the 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, any comments, and a finalized fee. To check the status of your request, you may contact the church Admin. Denied forms will be returned to the applicant with explanation.
5. After the approved form has been returned, please send your payment for the donation fee to the church office. Upon receipt of payment, the event date and time will officially be reserved on the church calendar. The Admin will confirm payment; if payment is not confirmed within two weeks, please contact the church office.
6. Enjoy your event!

Please direct any questions or concerns to the church Admin at 215-345-1535 or newbritainbaptist@verizon.net. Thank you.

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Policies & Procedures (One-Time Use), Page 2/4

All Lessees who have been approved for use of church facilities 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. Lessee must pay the user fee listed on the approved application in full upon receipt of the returned, approved application. Checks are to be made to: New Britain Baptist Church; Memo: Facility Use Fee - *Event Name*.
5. All trash is to be put in trash bags and taken to lower parking lot in back of church and placed in trash container following your event.
6. Church facilities will be unlocked for Lessee by the start time indicated on application; please consider set-up time when designating a start time.
7. Lessee must adhere to the timeframe in which it has paid; please consider clean-up time when designating an end time on facility use application. When leaving, all lights must be turned off and outside door should be locked.
8. Lessee must indicate on the application their intention to use gas stove/oven in kitchen and/or other appliances; otherwise, the party will not be permitted to use the appliance(s).
9. Alcohol, illegal drugs, tobacco use, and dancing is prohibited on all New Britain Baptist Church property (inside and outside).
10. *New Britain Baptist Church special events, such as a funeral luncheon, will take precedent over the guest party's use of facilities.*
11. ***Kitchen facilities are not available at this time.**
12. *Lessee is given permission to use only the areas of the facility specified on the application
13. *New Britain Baptist Church special events, such as a funeral luncheon, will take precedent over the lessee use of facilities.*

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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_____ hereby makes application to the Trustees of the New Britain Baptist Church for the use of the following area(s) of the building and/or grounds and/or equipment:

The intended use of the above-referenced items and/or areas is for the purpose of:

The requested date is: _____ from (time) _____ to _____

The application for the use of facilities of the New Britain Baptist Church is being made with full knowledge and agreement of the attached Policies and Procedures for Use of Church Facilities. The undersigned agrees to assume all risks associated with this event.

Telephone	Email
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Application Form (One-Time Use), Page 4/4

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 Board of Trustees and notification of the Board's decision will be given as soon as possible.

Accepted by: _____ Date: _____

Lease Fee: _____

Special Comments: _____

