



NCC Building Use Form

Members and Regular Attenders of NCC may use the church building for ministry events and personal events. Regularly scheduled church meetings and activities will have first priority in the use of facilities. Other church related meetings, functions and events will have second priority. Church facilities can be used for personal events when not already scheduled for a church function. Events that are related directly to a ministry of NCC will take scheduling priority over personal events. Events will not be placed on the church calendar unless a building use form is turned in and approved.

ACTIVITY PLANNED: _____

DATE(S) NEEDED: _____ **TIME(S) NEEDED:** _____

DATE(S) NEEDED FOR SET-UP / CLEAN-UP: _____

TIME(S) NEEDED FOR SET-UP / CLEAN-UP: _____

ROOMS NEEDED: _____

DO YOU NEED A PERSON TO RUN SOUND? _____ IF SO, WHAT TIMES? _____

****PLEASE CONTACT YOUR SOUND PERSON AT LEAST 2 WEEKS AHEAD OF TIME TO PROVIDE DETAILS ON WHAT YOU NEED.**

PERSON MAKING REQUEST: _____ **PHONE #:** _____

MINISTRY (IF APPLICABLE): _____

WILL YOU BE USING ANY OF NCC'S EQUIPMENT?

- ROUND TABLES? HOW MANY? _____ 6-FOOT TABLES? HOW MANY? _____
- 4-FOOT TABLES? HOW MANY? _____ 8-FOOT TABLES? HOW MANY? _____
- TABLECLOTHS? PLEASE DESCRIBE: _____
- OTHER? _____

- Please read and understand the Building Use Instructions.
- Please return items used to their original place.
- The church building will be ALCOHOL-FREE and SMOKE-FREE.
- Any spots on the carpet should immediately be cleaned. Please do not let this set for a period of time until the cleaning personnel arrive.
- Please leave Worship Center doors closed. Children are not to be allowed to play in the Worship Center.

I AGREE TO THE TERMS OF THE BUILDING USE INSTRUCTIONS.

PERSON RESPONSIBLE FOR CLEANING: _____ **DATE:** _____

PERSON RESPONSIBLE FOR LOCKING UP: _____ **DATE:** _____

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REQUEST APPROVED BY: _____ **DATE:** _____ **PAID:** _____

Building Use Instructions

Members and regular attenders of NCC may use the church building for special events. They will be responsible to clean the areas used and leave the building as they found it. Please see that the areas you use are cleaned as listed below.

Please do not use any kind of tack, nail, tape or staple to adhere items to any wall.

Fellowship Center

- Vacuum carpets, straighten chairs, wipe off tables.
- Return all chairs and tables to their previous location.

Kitchen

- No one under the age of 18 should be allowed in the kitchen without adult supervision.
- Wipe off all counter tops and wash any dishes or utensils used and put them away.
- Wipe out the sink.
- Clean the coffee pots and empty grounds. Make sure the warmers are turned off.
- Empty all wastebaskets. (The dumpster is outside the Fellowship Center door and a key is located in the kitchen. Trash liners are under the sink.)
- Dishtowels should be laundered and returned within a week of the event. Place them back into their designated storage area.
- Turn off all lights.

Worship Center

- All chairs must be returned to their original position.
- Lectern should be returned to its original location.
- Stage floor should be free of debris.
- Vacuum floors
- All stage lights, sound equipment and recording equipment must be turned off.
- Lock the doors.

Classrooms

- Vacuum all classrooms used.
- Wipe off tables and chairs.
- Return tables and chairs to their previous location.
- Empty trash into dumpster (key is located in the kitchen).
- Turn off lights and lock classroom doors.

Foyer/Lobby

- Vacuum area (if needed).
- Clean off any fingerprints left on glass.

Church Supplies

- For non church-sponsored events (private events), please provide your own paper products.
- Decorations may be used, however, please return them to where you found them.

Equipment

- Tablecloths: any tablecloths should be laundered, pressed, hung and returned to the church office within 1 week of the event
- Tables used should be returned to the closet in Classroom G.

WE APPRECIATE YOUR HELP IN KEEPING THE CHURCH CLEAN!

THE CHURCH WILL BE ALCOHOL-FREE AND SMOKE-FREE

THESE INSTRUCTIONS APPLY UNLESS YOU HAVE MADE ARRANGEMENTS TO HAVE THE CHURCH PROFESSIONALLY CLEANED AT YOUR EXPENSE.