



Date of use: _____
Time of use: From _____ To _____
Event begins at _____

New Life Community Advent Christian Church
1919 Elizabeth Street
Baraboo, Wisconsin 53913
(608) 356-3367

APPLICATION FOR USE OF CHURCH FACILITIES

Name _____ Phone _____

Address _____

Nature of Event _____

Name of Church Member Sponsor _____
(This individual is expected to be in attendance and supervise all activities)

Church member contact info _____

Number of people expected to attend _____

Group will use the following room(s) _____

Will food be served? Yes ___ No ___ **P.A. required:** Yes ___ No ___ **Piano:** Yes ___ No ___

Other equipment requested: _____

I, the undersigned, have read the "Church Use Policy" and accept responsibility for use of the facilities of the New Life Community Advent Christian Church as specified.

Signed _____

Date _____

Potential Fees

Wedding Coordinator\$150.00
Pianist (paid separately to pianist)\$75.00

A deposit of \$200.00 is required of members at the time the application is submitted to lock in your date. Since we operate on a first come, first serve basis, this deposit will guarantee your date on the calendar. The member is responsible for damage to church property at repair or replacement cost. We respectfully request that you do not use items such as rice, birdseed, flower petals or confetti either inside or outside the church.

Our building is the Lord’s. We are very thankful for it and want to keep it nice. Our “Church Use Policy” requires that a member from New Life Community Church remain on the premises during the entire usage of the facilities. During a wedding, the wedding coordinator will run the sound room, unlock and lock up the church, and ensure that the building is cleaned up following the rehearsal and wedding. The wedding coordinator will need to be at rehearsals also.

If you are using the Fellowship Hall, any set-up (tables, chairs, etc.) and clean up will be the responsibility of the church member / group. On the occasion of a wedding reception, the wedding coordinator will oversee this and instruct you as to cleaning.

I have read and understand the terms and conditions pertaining to the usage of this facility, and my deposit of \$200.00 is attached.

Signature of applicant

Date

Date of usage approval

FOR OFFICE USE

Security Deposit.....\$_____

Date Paid....._____