

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 newlifebaraboo@gmail.com

APPLICATION FOR USE OF CHURCH FACILITIES

Name	Phone
Address	
Nature of Event	
Name of Church Member Sponsor(<i>This individual is expected to be</i>	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. red Other equipment requested:	quired: Yes No Piano: Yes No

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_____

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	l
Date Paid	