6111 CAYCE LANE
COLUMBIA, TN 38401
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FACILITY USE POLICY

Reservations:
Use of the facilities must be secured by approval from the church secretary and senior pastor. The application is on Page 3 of this document.

GENERAL USAGE INFORMATION:

Weddings:
All Weddings at New Life will be conducted by the Pastor or someone approved by him.
A Marriage License must be presented to the Pastor at the Wedding Rehearsal.

Sound System and Tech Fees:
The church's sound system is not included in the initial fee. If a sound system is not brought in, New Life will make theirs available. In this event, a New Life Sound Technician will be required. The fees for these services are listed in the usage fee section.

Alcoholic Beverages, Drugs, and Smoking:
The use of alcoholic beverages, illegal drugs and tobacco products are prohibited on the property of New Life Church.

Use and Care of the Facilities:
The following instructions for the use and care of the facilities should be strictly followed:

- No rice, confetti, or other materials shall be thrown on the premises.
  Bird seed may be used outdoors.
- No nails, screws, staples, pins or similar items shall be used on any surfaces.
- No devices shall be attached to the walls.
- Users must provide all of their own food service items.
- All trash must be removed from the building.
- The area used must be vacuumed.
- The facilities are expected to be in the same or better condition after the event.
- All equipment, tables, chairs & other items are to be placed in their original position.
- Upon leaving the facilities, the lights must be turned off.
- Users assume full responsibility for any damage to the facilities or property of NLC.
  They are responsible for the repair or replacement of damaged items.

Security:
The church is not responsible for the loss of any personal items. If an item is lost, please contact the church office. Users must restrict all activities to the assigned areas for which permission was granted.

Violations of the Policy:
Any person in violation of the provisions of this policy will lose their deposit & may be accessed other costs.

Church Keys and Security:
- Anyone requesting a key must sign it out through the office. Theft and vandalism is a problem. All users must make sure the buildings are locked and secure at all times.
- The key holder must return their key to the church office immediately after the event.
- <u>If the key is lost, the key holder will be assessed a $300 fee to cover the cost of rekeying all the locks.</u>
- Please check all doors upon leaving to ensure they are locked.

FEE SCHEDULE:

The usage fees are based on a sliding scale. Please see table below. Custodial fees are in the form of a deposit. There is a fee for the use of the kitchen. All fees and deposits are payable at the time the Application is submitted.

CHURCH MEMBER USAGE FEES:				
Description	Up to 25	25-50	50-100	100-200
Sanctuary	$50.00	$75.00	$100.00	$150.00
Church Office	$.00	$50.00	N/A	N/A
Calvert Building	$.00	$50.00	$75.00	N/A
Sound System	$20 hr	$20 hr	$20 hr	$20 hr

NON-MEMBER USAGE FEES:				
Description	Up to 25	25-50	50-100	100-200
Sanctuary	$75.00	$100.00	$150.00	$200.00
Church Office	$50.00	$75.00	N/A	N/A
Calvert Building	$50.00	$75.00	$100.00	N/A
Sound System	$20 hr	$20 hr	$20 hr	$20 hr

Funerals: There will be no charge for the use of New Life Church facilities for funerals.

Custodial Deposits:
The custodial deposit is refundable if the facilities are left in the same or better condition than they were found. This fee applies to members as well as non-members.

- $200 for all Weddings
- $100 for use of the Church Sanctuary
- $50 for use of the Church Office or the Calvert Building
- $0 for funerals

Kitchen Fees:
There is a $30 flat fee for the use of the kitchen in the office or the main building.

APPLICATION FOR THE USE OF NEW LIFE CHURCH FACILITIES

MEMBER _____ NON-MEMBER _____

Date of Request: _____

Contact Person: _____

Phone Number - Home: _____ Cell: _____

Email: _____

Requested Date: _____

Requested Time: _____

Purpose of Use: _____

Other Information: _____

I affirm that I have read and understood the New Life Church facilities use policies. I agree to honor and abide by all policies.

Signature: _____ Date: _____

Please enter the amounts in the box that applies:

Usage Fees				
Description	Up to 25	25-50	50-75	75-100
Sanctuary				
Church Office				
Calvert Building				
Sound System				

Custodial Deposit: _____ **Kitchen Fee:** _____