NORTH SALEM
CHRISTIAN CHURCH

BUILDING RENTAL CONTRACT & FACILITY USE AGREEMENT

Today's Date: _____ Date Requested: _____

Event Time(s) Requested (including setup and cleanup):
From _____ AM / PM To _____ AM / PM

Name of Person Responsible for Event:_____

Address:_____

Email Address: _____

Cell Phone:_____

Event Name / Description: _____

Facility / Room(s) Requested _____

Special Requests (equipment, kitchen use, sound/media, tables/chairs, etc.):

_____

_____

Deposit & Payment Information

Refundable Damage Deposit Amount: $_____ Event Payment Amount: $_____
Date Received: _____ Payment Method: ☐ Cash ☐ Check ☐ PayPal ☐ Venmo
Balance Due (if applicable): $_____ Due Date: _____

Damage deposits are refundable following the event provided that no damage, excessive cleanup, or policy violations occur. NSCC reserves the right to withhold all or part of the deposit if additional costs are incurred.

By signing below, I acknowledge that I have received, read, and agree to comply with North Salem Christian Church's Building Rental Policy. I understand that I am responsible for the conduct of all guests, vendors, and participants associated with this event and agree to abide by all policies, expectations, and requirements outlined by NSCC.

Signature of Person Responsible for Event:_____ Date: _____

Approved on behalf of North Salem Christian Church:_____ Date: _____