

FACILITY USE CONTRACT

Return this form to: Facility Use Committee chairperson
 Northeastern Presbyterian Church
 2112 Varnum Street N.E., Washington, D.C. 20018
 Phone: (202) 526-1730 Fax: (202) 526-5900

Date of Event: _____

Requestor's Name: _____

Address: _____

Home Phone#: _____ **Cell Phone#:** _____

Requestor's Organization Name: _____

Type of Organization: Charitable Religious Civic Other

Type of Event: _____

Member of NEPC: Yes No

Number of Participants Expected: _____

Event Start Time: _____ **Event End Time:** _____

Facility Requested (check all that apply)

Check Below		Amount Due
	Sanctuary, Auditorium, Kitchen	
	Auditorium, Kitchen	
	Sanctuary Only	
	Auditorium Only	
	Kitchen Only	
	Undercroft	
	Jamison Lounge	
	Livingston Room	
	Chapel	
	Educational Building Meeting Rooms	
	Wedding Candelabra	
////////	Total Due:	

Terms of Payment

1. A 20% deposit is required at the time the request form is submitted. The deposit is non-refundable if the event is cancelled less than twenty (20) days prior to the event.
2. Full payment for events, other than funerals/memorial services, is due no later than twenty (20) days prior t the event. Funeral/memorial service payment must be made 24 hours prior to the service.
3. If using the kitchen, a \$100.00 deposit is required in addition to the 20% event deposit. This deposit is refunded if the kitchen is left in good, clean condition after the event. This deposit must also be made at the time the request form is submitted.
4. Make checks payable to: Northeastern Presbyterian Church.

Check Below		Amount Due
	20% Event Deposit	
	\$100.00 Kitchen Deposit (if applicable)	

Balance: Due: \$ _____

Balance Due Date: _____

(My signature indicates that I have read, understand and agree to abide by ALL rules, regulations and stipulations that pertain to me (requestor) from the facility use contract for renting space at Northeastern Presbyterian Church.)

Signed: _____

Date: _____

Authorizing Official: _____

Date: _____

Special Instructions:
