



2112 Varnum Street, NE | Washington, DC | 20018 | 202.526.1730

www.nepc.dc.org

FACILITY USE CONTRACT

Return this form to: **Facility Use Committee Chairperson – Glynis Pegram-Higgs**
Northeastern Presbyterian Church
2112 Varnum Street, N.E. Washington, DC 20018
Phone: 202-526-1730, Fax: 202-526-5900

Date of Event: 1st choice: _____ **2nd choice:** _____

Requestor/Organization: _____

Member of NEPC: Yes No

Type of Organization: Charitable Religious Civic Other: _____

Type of Event:

Number of Participants Expected: _____

FLAT RATE (UP TO 4 HOURS -

Check One	Facility Requested	Event Begin and End Time	Number of hours	Amount Due
	Sanctuary only			\$
	Kitchen only			\$
	Auditorium only(Reception, Birthday etc.)			\$
	Undercroft			\$
	TOTAL PAYMENT			\$

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Package Rates (Up to 8 Hours)

Check One	Facility Requested	Event Begin and End Time	Number of hours	Amount Due
	Sanctuary, Auditorium & Kitchen	N/A		\$
	Sanctuary, only	N/A		\$
	Auditorium & Kitchen Only	N/A		\$

MEETING ROOMS (HOURLY RATE - NOT APPLICABLE)

Check One	Facility Requested	Event Begin and End Time	Number of hours	Amount Due
	Jamison Lounge, Henderson Parlor			\$
	3 rd Floor Library/Meeting Room			\$
	Undercroft			\$

Special Instructions



FACILITY USE CONTRACT

Contact Person (Print/Type):

Name:

Address:

Telephone Number: (H) _____ (W) _____ (C) _____

20% Deposit: \$

(Deposits are due when the request form is submitted)

Balance Due: \$

¹All payments are to be delivered to the church office between 10am and 2pm Monday through Wednesday only

²Amount paid

Signature indicates I have read, understand and agree to abide by ALL of the facility use rules, regulations and stipulations of Northeastern Presbyterian Church, which were provided herewith.

Signed: _____ Date: _____

*REVISED
12/20/2019*