



BUILDING USE REQUEST & AGREEMENT

Name of Primary Event Contact: _____ Name of Event: _____

Email: _____ Phone: _____

Tell us about the organization you're representing, including website and contact information, or note if private party:

Name of Event: _____ Number of Attendees: _____

Requested Date _____ Requested Time: _____ Duration Time: _____

Please indicate date/time you plan on decorating/setup your event and details of what that would include:

Please provide details of what will take place at this event: _____

Facility requirements (moving of equipment or furniture, use of audio/visual: _____

Cleanup:

I understand that any spaces that I use must be ready for church services as soon as the next day, therefore, I (including the organization or private party I represent and any other associated persons), agree to clean and organize each space I am requesting to use after my event has concluded with reasonable standards of cleanliness, including sweeping/mopping if food/drink are utilized and removal of all garbage. (please check)

Facility Use Policies (members and nonmembers):

I agree to abide by the following policies for using facilities of Northwest Hills Community Church: **1.** Access to facility is restricted to requested area and restrooms from time of entry to time of final lock-up. **2.** Configuration of sanctuary must remain as is unless otherwise explained above. **3.** NHCC equipment must be returned to original placement. **4.** All lights must be turned off and doors locked upon departure. **5.** Alcohol, smoking, and use of other mind-altering substances are prohibited on church property. **6.** Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on NHCC's premises. Any person exhibiting such behavior will be required to leave the premises. **7.** Exit doors may not be covered, blocked, or restricted. (please check)

Signature of Primary Event Contact Named Above: _____

(By signing above, you have checked and agree to the clean-up and use statements above)

Deposit: \$250 Refundable deposit check made out to: **Northwest Hills Community Church**

Please provide this completed form and deposit check to the following:

Amie Cochran
Northwest Hills Community Church
Deacon of Facilities
342 Propect Street
Torrington, CT 06098
860-309-6207