



Building Reservation Form

Event title _____

Date Requested _____

Start Time _____ am/pm End Time _____ am/pm

Room Reservations: Big Room (auditorium)
 Classrooms, How many _____
 Kitchen
 Youth Building
 Other _____

Contact Person _____

Address _____

Telephone (s) _____

Fees:

- **Member rental fee of \$50 must be paid two weeks prior to hosting the event.**
- **Non-member rental fee of \$150 must be paid two weeks prior to hosting the event.**
- Optional services needed:
 - Janitorial, required for groups over 30 people (\$100)
 - Audio Visual Staff (\$50 per person)
 - Maintenance/facilities (\$25 per day/per person)

***Building usage disclaimer: Northbrook Church is a welcoming church body. We do not discriminate according to sexual orientation for attending our services or church events and groups. However, Northbrook Church also reserves the right to disallow any scheduled activities which may be in violation of Northbrook Church principles and beliefs.*

***Northbrook Church is not responsible for any injuries or accidents occurring on its premises during this event. The renting group is solely responsible for any damage caused by its' guests.*

***Building reservations for private social events (weddings, birthdays, retirement, ...) are available to members and regular attenders only.*

****Cancelations must be made two weeks prior to event for full refund.*

I have read and understand the above statement and agree to the terms and conditions of using Northbrook Church for the above event.

Signature _____ Date _____

Please select reservation needs:

Services	Fee
<i>Member Building Rental</i>	\$50
<i>Nonmember Building Rental</i>	\$150
<i>Janitorial</i>	\$100
<i>Audio/Visual Staff</i>	\$50
<i>Facilities Staff</i>	\$25
	Total -

FOR OFFICE USE ONLY:

Person who picked up church keys _____

Signed _____ Date _____

Janitor contacted? _____

Date/time of cleaning _____

Tech Person Confirmed? _____

Tech needs? _____

Music Reviewed & Approved? _____

Fees Paid? _____ Date _____

*NOTES _____
