

The Community Church of New Boston  
2 Meetinghouse Hill Road  
New Boston, NH 03070  
(603) 487-2160

## ROOM RESERVATION AGREEMENT

Name: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Event Date \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

### Room/s Requested:

Dignard Room \_\_\_\_\_ Parlor \_\_\_\_\_ Kitchen \_\_\_\_\_ Nursery \_\_\_\_\_ Choir \_\_\_\_\_ Sanctuary \_\_\_\_\_  
Meeting Room \_\_\_\_\_

I/We hereby accept responsibility for the use of the rooms indicated above and designate the person listed below as the adult supervisor for the activity taking place. We agree to pay the fees, return keys, provide for trash removal, and follow the guidelines for use as written on page two of this document. We understand that the Community Church of New Boston is a smoke-free environment and that no alcohol may be served or sold without prior approval of the Church Session. I/We assume all the risks associated with the use and agree to hold the members of the Community Church of New Boston collectively and individually harmless from any and all liability, actions, causes of actions, debts, claims or demands of any kind whatsoever which may arise by or in connection with my/our participation in any activity related to the use above first referenced. The terms hereof shall serve as a release and assumption of risk for my/our heirs, estate, executor, administrator, and assignees.

Name of supervisor(s) (Print) \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Fees: Dignard Room \$150. Sanctuary \_\_\_\_\_ Parlor \_\_\_\_\_ Kitchen \_\_\_\_\_  
Nursery \_\_\_\_\_ Choir \_\_\_\_\_ Meeting Room \_\_\_\_\_

All payments are to be by check only unless other payment options are specifically arranged.

Church Member: Yes \_\_\_\_\_ No \_\_\_\_\_

Please return both pages of this **completed, signed form** to CCNBfunctions@gmail.com or Carol Hulick, 7 Valley View Road, New Boston, NH 03070. You will be notified by phone or email if this application has been approved.

### **Facility Checklist**

The Community Church of New Boston is very blessed to have a beautiful and safe facility that is used by various organizations. We take great pride in our building and are happy to share it with others. Therefore we ask any person or group using the facility to abide by the following guidelines and complete the entire checklist each time the church spaces are utilized:

**Floors:** swept and any spills cleaned up

**Carpets:** vacuumed and obvious spills cleaned up

**Kitchen:** counters and sinks wiped down

wash, dry and put away any dishes, pots, serving utensils, etc.

table cloths, dish towels, and drying towels must be cleaned and returned to the church

**Lobby, corridors and entrances:**

swept, spills cleaned up, all corridor items returned to their place of origin

**Nursery:** all toys neatly put away, floors cleaned, and counters wiped down

**Bathrooms:** toilets flushed, floor dry, and waste paper in receptacles

**Garbage:** must be put in plastic bags and removed from the premises, a carry-in carry-out system

**Kitchen supplies:** replace any items that were used, ex: cups, paper towels, coffee, etc.

**Other supplies:** we prefer you to bring in your own supplies, but if you must borrow paper/dry erase materials/craft or office supplies, replace what you use

**Tables and Chairs:** returned to the storage closet of origin

**Heat:** follow instructions next to the thermostats, and return to original setting afterwards

**Security:** All doors and windows closed and locked

**If any damage or other building issues arise please notify us immediately.**

I/We acknowledge that we must leave the building in a clean condition and ready for use by the next group. I/We will follow the guidelines stipulated above.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_