

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

RECURRING ROOM USAGE AGREEMENT

Name: _____

Purpose of Event: _____

Event Dates _____

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 _____ 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 as well as a copy of your certificate of insurance** 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

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 & entrances: swept, spills cleaned up, all corridor items put back in place

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

Storage: Storage space is not provided without consent from the church. If you are in need of storage please contact Carol Hulick at CCNBfunctions@gmail.com to arrange a meeting with a member of the Trustees.

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: _____