*North Chevy Chase Christian Church (Disciples of Christ),*

***Mailing address:*** *8814 Kensington Parkway, Chevy Chase MD 20815 ~*

[www.nc4disciples.org](http://www.nc4disciples.org/)

northchevychase58@gmail.com

**APPLICATION FOR USE – FACILITY REQUEST**

Date of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_

Family/Organization Requesting Use:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of requested use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of persons expected: \_\_\_\_\_\_\_\_\_\_\_\_\_

Will food be brought and served? \_\_\_\_ Yes \_\_\_\_ No

Provided by:

□ Caterer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 □ We will be bringing in our own food and will have someone responsible for set up and clean up.\*

(**Kitchen may used for warming & prep space ONLY. NO COOKING and NO REFREIGERATOR SPACE AVAILABLE.)**

**Please indicate which rooms you are requesting to use - CHECK ALL APPLCIABLE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Room Capacity** | **Half-Day****(1-4 hours)** | **Full Day (Over 4 hours)** | **WiFi connection & PW** |
|  | **SANCTUARY** | **375** | **$300** | **$350** | **Sanctuary (No PW)** |
|  | **HARLOW HALL** | **225** | **$150** | **$200** | **H.H (No PW)** |
|  | **COMMUNITY ROOM** | **40** | **$65** | **$115** | **Permission required** |
|  | **LIBRARY** | **10** | **$40** | **$90** | **CBCI-7A2D-5 (permission required)** |
|  | **MEMORIAL CHAPEL** | **15-20** | **$75** | **$125** | **CBCI-7A2D-5 (permission required)** |
|  | *To reserve the room 3 hrs. the day before or the day after your function for setup or clean up (8am-Noon or 5-8pm)* | **$100** | **$100** |  |

**Prices reflect the usage of space and available tables and chairs. NO services provided.**

**General Rules and Regulations**

1. Application for use of the facility will be on a first come first serve availability. The facilities will be available from 8am-10:00pm.
2. Request for use of the facility includes access to the meeting space requested, only.
3. SMOKE FREE PROPERTY - There shall be NO SMOKING in any part of the facility or on property.
4. ALCOHOLIC BEVERAGES may be served in the facility. Arrangements need to be made with North Chevy Chase Christian Church (Disciples of Christ). An additional form may be required (example: insurance binder naming North Chevy Chase Christian Church (Disciples of Christ) as additional insured and Waiver of Responsibility).
5. NO GAMES OF CHANCE (gambling) is NOT be permitted in the facility.
6. Groups using the facility must meet all Local and State Laws and Regulations.
7. Groups must provide their own A/V equipment. None will be made available by the Church.
8. **50% Deposit required at time of reservation. REMAINDER IS TO BE PAID AT LEAST ONE WEEK IN ADVANCE**

**Make payment to: North Chevy Chase Christian Church (Disciples of Christ), Cancellation in writing (via email to northchevychase58@gmail.com) must be made 48 hours prior to the scheduled use**. **If cancellation is not made, the rental fee will be**

**forfeited. 30 day notice required for 50% deposit return.**

1. No fixtures or furnishings are to be added or removed without permission.
2. Decorations must be removed at the completion of the use. At no time are nails or staples to be used to install decorations. (DO NOT HANG DECORATIONS FROM THE CEILING TILE; THIS COULD DAMAGE THE TILE).
3. The facility shall be taken care of and utilities used only as necessary; all areas are to be left in tidy condition.
	* What you put up, take down.
	* What you move, replace in its original location
	* What you turn on, turn off.
4. Tables and chairs shall returned to storage and all trash shall be taken out to the trash bins by the garage. All food brought must be taken with you or disposed of with nothing left on premises.
5. You will be provided with an entry code for the keypad access and one interior key. Each group shall provide one person to be responsible for receiving and returning the keys to open and close the building. A $20 replacement fee will be charged for lost or unreturned keys
6. If the facility is not left in an acceptable condition you will be notified within 3 days and you will be charged the cost to cover any damage and labor incurred to return the facility to normal conditions.
7. We comply with the CDC & Montgomery County COVID protocol, as well as the requirements of our Church Insurance. At this time, masks are optional for those who have been fully vaccinated and boostered.

I hereby accept full responsibility for adhering to the rules and regulations for using the North Chevy Chase Christian Church (Disciples of Christ) facilities and do assume full responsibility and liability for personal injury, death in case of an accident, loss or damage of personal property, which may occur when these facilities are being used.

Applicant's Signature Date

Printed Signature Date

North Chevy Chase Christian Church (Disciples of Christ), LLC Representative's Signature