



Church Facility Reservation Request and Agreement

Name of person or organization requesting use of facilities:

Please state whether you are a: Church Member Church-Sponsored Ministry Non-Member
 Non-Member Group/Organization

Contact Information:

Address:

CELL/Phone Number: _____

Email Address: _____

If the requested use is by an organization not affiliated with NBCC, please briefly state the organization's purpose and mission:

Please list the organization's website, if any: _____

Please list the names of the organization's office-holders and leaders:



Regardless of type of user, please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities:

What date(s) and time(s) are you requesting to use the facilities?

If you are requesting use of NBCC’s facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom:

Bride:

Groom:

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Please list the name, contact information, and religious affiliation of the person officiating the wedding:

Please describe the marriage preparation counseling or training undertaken by the bride and groom:



I affirm that:

1. I understand that NBCC does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict NBCC's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict NBCC's faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of NBCC's facilities that contradict the beliefs of NBCC. I agree to promptly disclose any potential conflicts in belief to Pastor or Trustee Board.
4. I understand that upon approval of my facilities use request, I may need to provide: a certificate of insurance, security deposit, and any other fees required by NBCC.
5. I understand that NBCC does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the facilities of NBCC resulting from this proposed use of facilities.
7. NBCC believes disputes are to be worked out between parties without recourse to the courts (Matthew 18, 1 Corinthians 6). Accordingly, users of the facility agree to attempt resolution through Christian mediation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

Signature

Printed Name

Date