

# NC4 APPLICATION FOR USE – Facility Request

**Date of Event**

**Start Time:**

**End Time:**

Family/Organization/Person Requesting use:

Contact Person:

Primary Phone:

Address

Purpose of requested use:

# of persons expected:

Which room(s) are you requested? (Please check all applicable)

Sanctuary      Harlow Hall      Community Room      Blue Room  
 Memorial Chapel

Will food be brought in and served?      Yes      No

If yes, provided by:      Caterer's name

Phone

We will be bringing our own food (and will have someone in charge of set up/clean up\*)

(Kitchen area available for prep space only – **NO COOKING OR HEATING.**

**NO REFRIGERATION SPACE AVAILABLE.**)

FEES	Half day= 1-4 hrs. Full Day= over 4 hrs.	Half	Full
<b>50% deposit due at time of reservation.</b>			
<b>SANCTUARY</b>	capacity 375	300.00	350.00
<b>HARLOW HALL</b>	capacity 225	150.00	200.00
<b>Community Room</b>		65.00	115.00
<b>Library</b>		40.00	90.00
<b>Chapel</b>		75.00	125.00

To reserve the room 3 hours the day before or after your function      100.00      100.00  
 for set up or clean up (9am-Noon or 3-6pm)

\*Functions may be booked during the day beginning at 8:00 am, but must end no later than 10pm.  
 50% deposit should be made out to:

North Chevy Chase Christian Church

Prices above reflect usage of the space, and available tables and chairs.  
 NO services are provided by North Chevy Chase Christian Church.

\*\*\* INVOICE \*\*\*

Total due  
 Deposit pd.

Check #/Date Paid

BALANCE DUE  
 (1 week prior to event)

Applicant's Signature  
 Date Signed

Please email completed application to: northchevy Chase58@gmail.com