



8814 Kensington Parkway
Chevy Chase, MD 20815
www.nc4disciples.org

NORTH CHEVY CHASE CHRISTIAN CHURCH
8814 Kensington Parkway
North Chevy Chase, Maryland 20815
Phone: (301) 654-3631 Fax: (301) 654-3632
APPLICATION FOR USE OF FACILITIES (See attachment)

Date of Application _____

1. Name of Organization _____

2. Facility requested: Sanctuary _____ Harlow Hall _____ Kitchen _____

Community Room _____ Other _____

*One Time Event -Date _____ Time _____ to _____ Approx. Attendance _____

*Recurring Event - Day(s) of week _____ Time _____ to _____ Approx. Attendance _____

Type of program or meeting _____

4. The Harlow Hall kitchen can only be used for reheating. **NO COOKING** is allowed; warming only. Please indicate if you require use of the kitchen.

To be catered by _____

5. Person to be responsible for facilities (please print):

Name _____ Telephone _____

Address _____

Email Address _____

If this application is approved, the conditions given in "Policies and Procedures for Building Use", dated December 2023, will be observed and the undersigned will assume responsibility for damage, loss, or other liability arising from this use. The undersigned agrees to hold North Chevy Chase Christian Church harmless for any or all liabilities that may occur while using our building and facilities.

Signed _____

Position in Organization _____

Approved _____

Date _____

COMMENTS: The user is responsible for clean-up and removable of all items that were brought in for the function.

FEES

Facility	Notes	Half day (1-4 hours)	Full day (over 4 hours)
Sanctuary	Capacity 375	350.00	400.00
Harlow Hall	Capacity 225	200.00	250.00
Community Room		75.00	125.00
Lg. Blue Room		50.00	75.00
Library		50.00	75.00
Chapel		100.00	150.00
Reserving room 3 hours the day before or after function for set up or clean up (9am-Noon or 3-6pm)		100.00	100.00

50% deposit due at the time of reservation. 50% deposit should be made out to:
North Chevy Chase Christian Church

\$30 key/FOB deposit.

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

COVID PROTOCOL

Screening

Any participant with a temperature in excess of 100.4°F should be excluded from the facility until at least 72 hours after symptoms resolve.

Vaccination

Masking is not required, unless participant is not vaccinated for COVID-19.

Signature _____