

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 ___Library
 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 |
|--|---|--------|--------|
| 50% deposit due at time of reservation. \$25 KEY/FOB DEPOSIT | | | |
| SANCTUARY | capacity 375 | 350.00 | 400.00 |
| HARLOW HALL | capacity 225 | 200.00 | 250.00 |
| Community Room | | 75.00 | 125.00 |
| Lg. Blue Rm. | | 50.00 | 75.00 |
| Library | | 50.00 | 75.00 |
| Chapel | | 100.00 | 150.00 |

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 set up 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