



NEW IMAGE CHURCH

FACILITY RESERVATION FORM APPLICATION AND AGREEMENT FOR USE OF FACILITIES

RESERVATION INFORMATION

Organization _____

Purpose of Use _____

Responsible Person's Name _____

Phone Number _____

Email _____

Address:

Date & Time Requesting: _____

Estimated attendance _____

I AGREE TO THE FOLLOWING CONDITIONS FOR USE OF FACILITY

- Use is confined to the reserved property addresses and it's corresponding parking spaces.
*FAITH BUILDING (Main Sanctuary) 311 Anderson Hwy. Easley, S.C. 29642
*HOPE BUILDING (Event building) 315 Anderson Hwy. Easley, S.C. 29642
- YOU will be responsible for getting key and access code for the building 24 hours before event.
- Key and Access Code is to be returned within 24 hours after event.
- Renter is responsible for any lost keys and any cost that New Image Church might incur to replace and/or rekey the facility.
- Registration and supervision of the facilities must be by a responsible adult. (25 years of age or older)
- **NO Alcohol** and tobacco products are allowed in church or on the church property.
- All areas must be cleaned, vacuumed and trash emptied & taken OFF site after event. All supplies are available in the room & janitors closet.

- Care should be taken to keep food and drinks off carpet and chairs.
- No materials are to be taped, stapled, glued, nailed or pinned to any surface unless designed for such. **ONLY PAINTERS TAPE ALLOWED ON WALLS!**
- You must provide your own supplies: table cloths, plates, cups, forks, spoons, knives, napkins, ice, coffee, Etc.
- Tables and chairs are to be put back in their pre-event location at the end of your event. **NO TABLES, CHAIRS OR OTHER PROPERTY OF THE CHURCH SHALL BE REMOVED FROM NEW IMAGE CHURCH!**
- **YOU WILL BE HELD RESPONSIBLE FOR ANY DAMAGE INCURRED BY YOU OR ANY MEMBER OF YOUR GROUP WHILE USING THE NEW IMAGE FACILITY. YOU AGREE TO REPLACE DAMAGED PROPERTY AT COST. THIS INCLUDES ALL ITEMS THAT BELONG TO NEW IMAGE CHURCH THAT YOU RESERVE OR USE WITHOUT RESERVING.**
- Reservation is tentative until approved by New Image Church Office. You will receive an email or phone call letting you know your reservation has been approved.
- Any gathering considered dangerous, a disturbance of the peace or endangering public property is subject to closure.
- New Image Church reserves the right to cancel reservations at any time.
- Any Damages (accessed after inspection of said property will be charged to the renter for the **FULL amount of the cost...**
- Deposit is due at time of reservation. We accept cash, money orders or checks. **No Hold on Checks.**

FACILITY REQUEST

(Check all that is needed. All doors will be locked unless requested.)

___ Large Classroom

___ High School Classroom

___ Kitchen

___ Sanctuary (Hope Building)

___ Sanctuary (Faith Building)

TECHNICAL SUPPORT

(HOURLY CHARGES MAY APPLY)

- Do you need Sound? yes no
- Do you need Media? yes no

RESOURCES REQUEST (If not checked, items will be unavailable.)

_____ Table Cloths (how many) _____ (Cleaning fee will be added)

_____ Wireless Internet

_____ 6ft Tables (how many) _____

_____ 8ft Tables (how many) _____

_____ Extra Chairs (how many) _____

_____ Van

_____ Bluetooth Speaker

_____ Black Folding Chairs (how many) _____

In consideration of the Church granting the permission requested herein, Permittee agrees to indemnify and hold Church and its officers, agents and employees harmless from any and all claims, demands, lawsuits, actions of an kind, damages, judgments, amount paid in settlement, costs and expenses (including attorney's fees) which may be incurred or arise out of Permittee's exercise of the permission granted or from any of the Permittee's activities related hereto. Permittee acknowledges that it will use Church facilities at its own risk and expressly waives any right to make or prosecute claims or demands against the Church for any loss, injury or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause of the water supply system, drainage system, heating system, gas mains, electrical apparatus or cable furnished for the event or for any loss resulting from fire, water, tornado, civil commotion, riot, landslides, windstorm, earthquake of other acts of God. Facility Reservation Requests are limited to one consecutive day, unless permission is obtained under a special circumstance. Special circumstances may include, but not limited to, Conferences, and/or Workshops/Training.

I certify that all statements on this application are complete and correct.

Renter Name _____
Name as on South Carolina License

Signature of Renter _____ Date: _____

S.C. Drivers License Number _____ (We Keep a Copy)

Witness _____ Date: _____

NEW IMAGE CHURCH OFFICE PERSONNEL- FACILITY APPROVAL

Approved by: _____

Date: _____

Cost or Fees:

1. One Time Use \$ _____
2. Deposit: \$200 non-member / \$100 NIC Partner _____
3. Sound/ Media Tech (Required) \$ _____
4. Damages \$ _____

Office notes:
