



Office Use Only
Date Received: _____
By Whom: _____

FACILITY APPLICATION

Thank you for your interest in hosting your event at Neighborhood Church. Please note this application is subject to approval by NCMT (Neighborhood Church Management Team).

We ask that you allow seven business days for response, via email.

- **Non-refundable deposit of \$100 is required to hold your reservation.**
- **The facility fee will be due a minimum of 14 days prior to your event. Proof of insurance is required.**

Please direct your questions to the Neighborhood Church office at 343-6006.

Name of Organization: _____

Name of Person Submitting Request: _____

Phone 1: _____ Phone 2: _____

Email: _____

Name of Event: _____

Date of Event: _____ Start Time of Event: _____ End Time of Event: _____

Set up Time: _____ Expected Number of Attendees: _____

Rooms Requested: Dome Island Fellowship Hall Cristo Salva Youth Center

Dome Foyer Field House Chapel Library Classrooms Kitchen

Host Fee: \$150. NCMT reserves the right to require an on-staff host for specific events.

Facility Fee Schedule: Includes tables, chairs and setup. Fees do not include sound or media support. Additional fees may apply. Fees may vary under special circumstances.

	Dome*	Island	Fellowship Hall	Cristo Salva	Youth Center	Dome Foyer	Field House	Chapel	Library	Classrooms	Kitchen	Tech & Media
Profit	\$1500	\$500	\$600	\$600	\$400	\$275	\$150	\$275	\$250	\$50	\$50	\$15/hr
Non-Profit	\$1300	\$425	\$500	\$500	\$300	\$200	\$100	\$200	\$175	\$50	\$50	\$15/hr
Occupancy	1800		200 at tables 300 chairs only	150 at Tables 250 chairs only	100 at tables 150 chairs only	50 at tables 100 chairs only	65 at tables 100 chairs only	70 chairs only	30 at tables 75 chairs only	varies	N/A	N/A

* Includes host, sound, media and tech support.