

NEW HORIZON PRESBYTERIAN CHURCH

30 Valley View Drive

Council Bluffs IA 51503-5100

Telephone: 712-323-7129

E-mail: secretary@newhorizonpc.org

Website: www.newhorizonpc.org

Application for Building Use

Facility Use Date _____ Time of Use _____

Applicant's Name (Print) _____

Address _____

Contact Phone Number _____

Contact Email _____

Organization _____

Purpose of Use _____

Approximate Number of Attendees _____

Payment is due not later than the day of use _____ Amount Due _____

Signature _____ Date _____

HOLD HARMLESS AGREEMENT

NEW HORIZON PRESBYTERIAN CHURCH 30 Valley View Drive, Council Bluffs, Iowa

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

_____ agrees to defend, indemnify and hold harmless
(Name of Renter)
New Horizon Presbyterian Church from any and all claims brought by anyone including, but not limited to, claims arising out of the construction, operation, maintenance, supervision, inspection or use of commercial rental spaces in the building or on the grounds. I have read and understand the terms and conditions of this Application for building use and agree to comply with them.

Signed: _____
(Name)

(Date)

Smoking and Alcohol Beverages are Not Permitted

Once this page has been signed by the applicant and accepted by the church office, the date is considered held until approval by the Facility Use Committee. The acceptance of the rental by the Facility Use Committee will be relayed to the applicant via email. This page should be copied for the applicant and a copy will be retained by the church office.

Application Received _____ Fac Use Committee _____

Rev. August 2022

Building Use Policy

New Horizon Presbyterian Church's equipment and facilities may be used by groups and organizations whose purpose is compatible with the mission of the church. The individual or organization assumes responsibility for any damages and a security deposit may be required. It is expected the church will be left in the way in which it was found.

The various areas of our church are available for your rental needs. We have meeting areas of all sizes including our Fellowship Hall which has a (pre-COVID-19) capacity of 268 people. If you choose to rent the Fellowship Hall, you can add access to our commercial kitchen for an additional fee. We currently practice increased facility cleaning as well as implementing various sanitization practices. Materials for you to perform frequent sanitizing activities are available in all rentable areas.

We welcome community groups as well as private family gatherings. The following prices are approved by the New Horizon Church Session (Board of Elders). Mission-oriented groups may apply for a full or partial waiver to the following fees. The Facility Use committee will have the final decision in this case.

The renter is responsible for setting up the tables and chairs in Fellowship Hall. Use of Fellowship Hall does not include tablecloths or table decorations. The Hall should be returned to original condition after the event.

All agreements for the use of the building must be approved by the Facility Use Committee.

Fee Schedule:

Deposit	\$100
Fellowship Hall (No Kitchen Access)	\$75
Fellowship Hall with Kitchen	\$150
Hearth Room (Conference table/seating, 4 armchairs)	\$40
Sanctuary	\$50
Entire Church	\$250

(includes Fellowship Hall, Kitchen, Hearth Room, Narthex Area and Narthex Kitchen)