



Pavilion Request Form

2163 St Rt 37 E
Delaware, OH 43015
office@delawarenewbeginnings.com

Pavillion Fees: Refundable Deposit \$75 + Usage Fee \$150 + \$75 Custodial Fee = \$300

Rental is for a single 4-hour block (longer usage can be arranged on an individual basis).

Organization (If Applicable) _____

Contact Person _____

Mailing Address _____

City _____ **State** _____ **Zip** _____ **Phone** _____

Email Address _____

Date of Event _____

Time of Event (including setup/clean up time) _____

Purpose of Event _____ **Number of Guests Expect** _____

Upon signing this request, the authorized representative of the organization/event acknowledges receiving the rules and regulations governing the use of the facilities. It is agreed and understood that any violations of these rules shall be cause for termination of the agreement and total forfeit of all paid fees, if any. By executing this agreement, the lessee hereby states that he/she understands the terms of the agreement and agrees to comply fully with all such rules and regulations. **NOTE: We reserve the right to refuse the use of our property for any event that is in direct conflict with our doctrine, beliefs and standards.**

Applicant Signature _____ **Date** _____

For Office Use	
___ Approval ___	Denial Amount \$ _____ Check # _____ Cash \$ _____
Comments _____	

Department Signature _____	

New Beginnings Church Pavillion are open for community use on a first come first serve basis. However, events may be scheduled at various times throughout the year limiting the community's use of the pavilion. Individuals or groups may reserve the use of the pavilion on a specific date and time by submitting their request on this request form.

The date will not be confirmed until the written request is approved, and full payment is received.

General Rules and Regulations

1. No person or organization shall reserve and/or rent the pavilion without first completing a Facility Request Form at least five working days prior to the date that reservation or rental is desired.
2. Confirmation of the reservation is payment at the time of the request.
3. **Approved requests will have priority use of the facility.** If someone other than paid renter should happen to be utilizing the facility and refuses to vacate when requested, the renter should contact the church at (740-363-2092) and be able to provide their receipt of paid reservation of facility.
4. Renters, by virtue of the rental contract, accept financial responsibility for all damages, including littering, done to the property during the period of the contract.
5. The church requires the applicant to post a refundable deposit as a guarantee that any damage shall be repaired.
6. A Certificate of Insurance appropriate to the intended use may be required. *
7. No person shall transport, distribute, possess or consume alcoholic beverages and/or any illegal drug anywhere on the property.
8. No motor vehicle shall leave the paved roads or parking area at any time.
9. Fires on the property shall be built only in the designated fire pit on the pavilion patio and prior authorization from New Beginnings Church.
10. No use in or around the water retention pond unless expressly permitted by the rental agreement.
11. Renter shall not charge any fee or admission charge or accept donations for an event unless expressly permitted by the rental agreement.
12. Renters shall not operate a concession stand or point-of-sale function unless specific arrangements are provided for the same in the rental agreement.
13. New Beginnings church property shall be closed, and a curfew imposed between the hours of 8:00pm and 8:00am October 1 to April 30 and 11:00 pm & 8:00am May 1 to October 1. Any additional exceptions shall be granted only to people engaged in a New Beginnings church sanctioned/sponsored program, activity or event.
14. Organized non-profit groups with current 501-c 3 or 501-c 4 status may need to submit verification forms.
15. Groups are responsible for their own decorating (*no confetti or glitter is permitted due to wildlife*) and clean up after their event (*this includes the removal of the trash*).
16. Groups needing to decorate and/or set up must reserve the necessary time at the current rental rate. Groups are not permitted to use the property/facility longer than the hours reserved. Please include this in your planning.
17. Renters acknowledge and agree New Beginnings shall not be liable to Renter or Renter's occupants, invitees, family, guests, or others on the Premises with Renter's consent for any damages or losses to person or property caused by any person, animal, or occurrence unless such injury, loss or damage is caused directly or specifically by New Beginnings church gross negligence.
18. **In case of cancellation, the renter will receive full credit for a future rental the same calendar year. Refunds will be issued upon receipt of a written request up to 14 calendar days prior to the reserved date.**

*Any groups (for profit/nonprofit/government entity) are required to provide a certificate of liability insurance (COI) naming New Beginnings Church as an additional insured.

Rental Reminders

Important Information

Lights are located in the cleaning closet.

Make sure the lights are off in the pavilion AND the bathrooms before you leave.

Double check the garage doors are locked and cannot be opened.

Make sure the entry door is locked.

Tables and chairs do not need to be put away.

Decorations

All decorations that are put up must come down and taken off the property.

NO use of confetti or glitter is allowed due to the possibility of it going outside of the pavilion and harming wildlife and it is terrible to clean up.

Do not use permanent or semi-permanent adhesives/tapes to hold decorations up.

Clean Up

All trash must be taken off the property and disposed of (including the bathrooms). No exceptions.

All food and drink leftovers must be taken off of the property.

Sweep food crumbs off the floors (it helps control the ant population).

We reserve the right to refuse the use of our property for any event that is in direct conflict with our doctrine, beliefs and standards.

Thank you for your care and cooperation!