

North Valley Friends Church  
4020 N. College Street  
Newberg, OR 97132  
503-538-5340

## Request For Building Usage

### Contact Information

Group/Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Activity: \_\_\_\_\_

Date(s)/Time(s): \_\_\_\_\_

Rooms Requested: \_\_\_\_\_

Setup Date(s)/Time(s): \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Additional Information: \_\_\_\_\_

### For Office Use Only

Attender/Non Attender: \_\_\_\_\_

Deposit Received \_\_\_\_\_

Key #: \_\_\_\_\_

Date Out \_\_\_\_\_

Date In \_\_\_\_\_



## BUILDING USAGES RATES

Refundable Deposit	\$50.00
Sanctuary	\$40.00
Fellowship Hall & Kitchen	\$40.00
Upstairs Kitchen and Adjoining Room	\$25.00
Additional Rooms	\$15.00ea

*It is the responsibility of the person(s) using the building to make sure it is clean and back in order. If we have to clean up after your function, cleaning fees will be charged and deducted from the deposit amount.*

### Cleaning Charges

Sanctuary	\$25.00
Fellowship Hall & Kitchen	\$25.00
New Education Wing	\$25.00
Additional Rooms	\$5.00ea