



**New Hope**  
Church of God

712 N. 450 W. Valparaiso, Indiana 46385 759.1533 [www.newhopechog.org](http://www.newhopechog.org)

## **RENTAL OF FACILITIES**

### **OUR MISSION**

The Mission of New Hope Church of God is to become a fully integrated community church by sharing our faith and serving people in our community.

### **STANDARDS OF CONDUCT**

Any conduct detrimental to the purpose of the New Hope Church of God, such as but not limited to profane language or fighting, is prohibited. Use or possession of any tobacco products, drugs, or alcohol is not allowed within the confines of the New Hope Church of God facilities or on the property.

The New Hope Church of God assumes no responsibility for loss of valuables or personal property. The user assumes all responsibility for security during use of facilities, as well as the conduct of everyone within the group.

### **USE OF THE NEW HOPE CHURCH OF GOD NAME**

Use of New Hope Church of God facilities does not imply endorsement or sponsorship of the event or the group by the New Hope Church of God. Publicity will be designed in such a way that no suggestion of endorsement or sponsorship is implied. **All publicity and public mention of the New Hope Church of God must be cleared in advance by the New Hope Pastor or designated representative.**

### **SUPERVISION**

**Each group will provide a person 21 years of age or older who is responsible for the enforcement of the standards of conduct expected by the New Hope Church of God.**

The user is responsible for preservation of the condition of all areas of the facility with which they come into contact, including the parking areas, fellowship hall, kitchen and the rest rooms. The New Hope Church of God reserves the right to have one of its staff attend any meeting held at the New Hope Church of God. The New Hope Church of God does not assume responsibility for taking messages for participants or giving information prior to rental.

### **DECORATION**

All decorations must meet local fire department regulations and be approved by the Pastor or representative of New Hope Church of God. Renter must not damage walls, curtains, woodwork, blinds, etc. Use of nails, screws, tacks or tape is prohibited. No decorations are to be placed on walls or ceilings. All decorations and the attachments must be removed completely and immediately after the event.

## **BUILDING ACCESS**

**The doors will be opened 15 minutes prior to rental for set-up by the renter. Groups must clear the building within 15 minutes of the end of the rental.** Earlier access for set-up can be arranged at the time of contract and for an additional fee.

Please understand that other rentals may be taking place in other parts of the building simultaneously. Please speak with the Executive Assistant, Church Representative or Pastor if this might be a problem.

## **ROOM ARRANGEMENTS**

Room set-up is the sole responsibility of the renter, unless arrangements are made at time of contract and for an additional fee.

At the end of the rental, facilities are to be returned to the condition they were in before the rental. Renters are expected to clean-up and return furniture and/or equipment to original location.

## **RESERVATION**

Reservations are a first come first serve basis. The church make no guarantees as to availability of facilities or staff until contract is made. The facilities are not considered reserved until a signed copy of this agreement is filed with the New Hope Church of God, approval is made by the Pastor or a designee, and a required deposit paid. The New Hope Church of God reserves the right to cancel a reservation at any time. Church programming and space needs will always take precedent.

## **DEPOSIT**

A deposit of \$50 is required at the time of application for the Main Worship Center and \$25 for the Fellowship Hall. No facilities will be reserved until the deposit is received. The balance of payment is required at least 5 days before use, unless other arrangements are made. The deposit will be forfeited for cancellation with less than 24 hours notice.

## **CERTIFICATES OF INSURANCE (For Businesses and Organizations)**

Non-New Hope Church of God groups using the Church must show proof of insurance by having a certificate of insurance sent to the New Hope Church of God prior to the scheduled event. The New Hope Church of God assumes no liability regarding use of its facilities. Insurance minimums are \$1,000,000 comprehensive/general liability insurance and \$100,000 property damage to cover the full period of occupancy. The New Hope Church of God reserves the right to decline any request.

Any exceptions to the above policy may be submitted to The New Hope Church of God Pastor for review.



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**FACILITY RENTAL FEES \***

<b>AREA/ROOM</b>	<b>Cost</b>	<b>Time Frame</b>	<b>Capacity</b>
Main Worship Center	\$500.00	For the day	300
Fellowship Hall/Kitchen	\$200.00	For the day	110
Main Worship Center/ Fellowship Hall/Kitchen	\$700.00	For the day	300/110
Classroom	\$ 50.00	For the day	20
Conference Room	\$ 100.00	For the day	10
Kitchen only	\$ 100.00	For the day	5

Tables and chairs are available and provided at no extra charge.

10 Round tables, 6 – 6ft tables, 100 chairs

1 steam table and 1 cold table available as well.

**\* TERMS OF CONTRACT AND PRICES SUBJECT TO CHANGE WITH 30 DAYS NOTICE.**

Deposit is required the day of completing the contract as follows:

\$25 for Fellowship Hall/Kitchen

\$50 for Main Worship Center.

\$75 for Main Worship Center/Fellowship Hall/Kitchen

Remaining balance must be paid in full 5 days before event.

Payments can be made by check, cash, or credit (go to the giving page and select Hall Rental).