

Naperville  
Covenant  
Church



## Facility/Wedding Rental Application & Policy

Please review the policy statement and facility regulations. If you wish to use our facilities, complete the Application Form and Insurance Waiver. Return them to Naperville Evangelical Covenant Church, 1150 Hobson Rd., Naperville, IL 60540, or email them to [necchurch@napercov.org](mailto:necchurch@napercov.org). Attention: Rentals. If you wish to look at our facilities, please call (630) 369-2741 or send an email to the aforementioned address for an appointment. If you email, please place the words “Rental Request” in the subject line.

NECC FACILITY RENTAL APPLICATION

Date of Application: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_

Renter Name: \_\_\_\_\_

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

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

Principal Contact Name: \_\_\_\_\_

Principal Contact Number: \_\_\_\_\_ Alt. Number: \_\_\_\_\_

Principal Contact Email Address: \_\_\_\_\_

Proof of Identification (Photo ID Required): \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Secondary Contact Number: \_\_\_\_\_ Alt. Number: \_\_\_\_\_

Secondary Contact Email Address: \_\_\_\_\_

Proof of Identification (Photo ID Required): \_\_\_\_\_

If you are a non-profit organization, provide your tax-exempt number: \_\_\_\_\_

Which space(s) are you interested in renting?

Sanctuary \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Nursery \_\_\_\_\_

Library \_\_\_\_\_ Classroom(s) \_\_\_\_\_ If Classrooms, How Many? \_\_\_\_\_

What day/hours will you need access, from start to finish?

Day(s) of Week: \_\_\_\_\_ Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

What type of event are you looking to host? Wedding / Other Event (Circle One)

If other event, please provide more info:

NECC FACILITY RENTAL APPLICATION

Are you insured? Yes / No (Circle One)

If yes, please provide the following information and a certificate of insurance with your application.

Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Insurance Agent: \_\_\_\_\_  
(Name/Address/Phone)

How many people do you expect to attend your function? \_\_\_\_\_

Sanctuary Capacity of 250; Fellowship Hall Capacity of 200

Will children be attending? Yes / No (Circle One)

Do you require background check for people working with children? Yes / No (Circle One)

Will you be bringing in food? Yes / No (Circle One) If yes, will you need access to our kitchen? \_\_\_\_\_ Would you need to use the stove or oven? \_\_\_\_\_

Would you be using any NECC musical instruments? Yes / No? (Circle One) \*\*

If yes, what instruments? \_\_\_\_\_

Will you need to use NECC sound system? Yes / No (Circle One)

\*\* Naperville Covenant Church musical instruments, including, but not limited to the piano in the sanctuary, may not be used for any purpose by anyone other than NECC staff without express written permission. Do not place anything on top of the instruments, including candles, dishes, plants, decorations, furniture, etc. Do not use piano bench for anything other than its intended purpose.

How did you hear about Naperville Covenant Church?

Website \_\_\_\_\_ Drive by \_\_\_\_\_ Friend \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Renters are required to remain in the areas specified in the agreement and are responsible for keeping group participants confined to those areas. In the interest of security, the church staff may, at their discretion, politely question those on the premises. Renters are also requested to politely question anyone who arouses their suspicions and to alert a church staff member and/or call 911 for the Naperville Police Department if they feel uncomfortable.

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## NECC FACILITY RENTAL APPLICATION

Naperville Covenant Church is not responsible for any personal possessions belonging to renters or those attending events sponsored by them. Do not leave valuables such as pocketbooks, clothing, books, etc. unattended.

Cost of damages to facility or equipment are the responsibility of the renter.

# NECC FACILITY RENTAL APPLICATION

## Rental Policy

1. Events sponsored by Naperville Covenant Church (hereinafter “Church”) have first priority for use of the Church facilities. Sponsorship is defined as events planned by a ministry or department and approved by the Pastor. Church-wide events are those approved the Pastor or regularly scheduled on the Church calendar.
2. When not in use by the groups defined above, facilities may be available for rental for Christian activities or activities that are not contrary to our Church mission and bylaws. An application shall be submitted to the Church office at least two (2) weeks in advance.
3. Upon approval of the application by the NECC Pastor, the Church Communications Administrator and the Executive Board, the applicant shall be notified of any relevant rental charges. Charges will vary based on the nature of the activities, space requirements, use of utilities, usage of audio/video equipment and custodian services required.
4. A \$ \_\_\_\_\_ non-refundable deposit will be due at the time of application or at least 30 days before scheduled event. If the event is canceled, the deposit will NOT be refunded. All checks should be made payable to Naperville Evangelical Covenant Church. The deposit may be refundable providing all conditions are met.
5. The remaining rental fee balance will be due seven (7) days PRIOR to the event.
6. **Current active NECC** members renting the facilities for personal use or for any event of an immediate family member (ex: anniversary reception, memorial service, etc.) shall incur no rental fees. A charge WILL BE assessed for custodial service, sound system support and related utility charges based on the published fee schedule (see final page) if needed.
7. **Current active NECC** members renting the church facilities must be the primary user or host. Members are prohibited from renting Church facilities on behalf of non-members in order to qualify for a reduced rate.
8. Church facilities will not be available for any activity that is contrary to Church mission and bylaws, nor will it be available for long-term rental of any for-profit activities. Occasionally, the Pastor/Executive Board may authorize the rental for an activity which either provides a needed service to the local community or as an outreach.
9. On certain occasions, the facilities may be available to non-affiliated church(es) for worship services when its regular place of worship is interrupted by weather or natural disasters. Arrangements would be at the discretion of the staff and/or Executive Board at the time of need.
10. **Smoking and alcoholic beverages are not permitted on Church premises.** Beverages or food are not permitted in the Sanctuary. Adhesive tape may not be used on walls, nor objects hung on the ceiling; nor may wall hangers be affixed to the walls of the rental facilities without prior approval of the Church. The removal of Church equipment (ex: chairs, tables, overhead projectors, etc.) from Church premises is prohibited. The Church piano, guitars, drums, and audio equipment are to be used by special permission only. Decorations such as streamers, color ornaments, flowers and balloons are to be properly disposed of at the end of events by the renter.
11. The signer of this application shall assume full responsibilities for damages or loss during his/her organization’s use of the Church facilities. A responsible individual representing the applicant/organization shall be in the Church building 45 minutes before each event, and shall be responsible for seeing that the event is confined to the facilities made available.
12. When warranted and in consultation with the **NECC Pastor**, rental fees for certain events may be waived and or reduced. Rental/operational fees may also be adjusted annually.
13. Approved applications are not transferable and are subject to cancellation by the Church at any time.
14. The Building Facilitator will open up the church at least 30- 45 minutes before scheduled time of event to ensure that the church is operational, clean, and presentable.
15. **Applicant agrees to clear sanctuary, bathrooms, and floors, of all of personal items and garbage, etc. at the end of the event. FAILURE to comply could result in additional fees (as determined by NECC Pastor, Church Communications Administrator and Executive Board).**

Applicant Initials: \_\_\_\_\_

# NECC FACILITY RENTAL APPLICATION

## **Additional Rules for Rental of Fellowship Hall**

1. No adhesive tape of any kind shall be applied by the applicant to the Fellowship Hall floor. Due to flooring material and the drywall construction of the Fellowship Hall walls, the following sports may not take place: rollerblading, floor hockey, tennis, baseball or softball or other activities for which flying objects may cause damage to the interior finishes or “rough housing/ horse play” is a factor that could result in damage to the facility.
2. Youth groups using the Fellowship Hall must be supervised by a responsible adult. The applicant will be responsible for conduct of all participants, spectators and others connected with this activity, including visiting churches or community representatives.
3. The removal of Fellowship Hall equipment from Church premises is prohibited.
4. All groups are responsible for policing the area and returning tables, folding chairs, etc. to designated areas after use.
5. The person or persons signing the rental application will be held responsible for payment of rental and other charges. Such person or persons will also be financially responsible for any damage or loss to facilities and equipment.

## **Wedding Rental Only**

1. WEDDING OFFICIATION. Before Renter may preside over, marry or officiate a wedding on the Church premises, Renter must get consent, in writing, from the Lessor.
2. Wedding Coordinator and/or Building Facilitator (WC/BF) is the point-of-contact between the Church and the wedding party. All matters relating to the rental must be brought to the attention of the WC and or BF who will then make necessary arrangements to ensure the rehearsal and wedding are not impeded in any way by Church activities, facilities and/or equipment.
3. Wedding rehearsal is limited to a max, three- hour period. Sanctuary is available for decoration during or immediately after the rehearsal, but no later than \_\_\_\_\_. All decorations must be removed at the conclusion of the rental period.
4. If the Fellowship Hall is also reserved for a reception and/or banquet, it is available for decoration/set up only after the conclusion of regularly scheduled events. If the Fellowship Hall is not used by any Church group, then it is available for decoration/set up; but no later than \_\_\_\_\_.
5. If additional time is needed for decoration and set up, the church will be open \_\_\_\_\_ on the day of the wedding.
6. Church facilities must be restored to their prior condition at the end of the rental period or the Renter will be subsequently charged to bring the facility back to standard operating order. The WC and/or BF will inspect the facilities and determine if additional work is required to ensure the facilities are ready for the next scheduled event.

## **Definitions**

- a. Current active NECC Member- Any member that is actively participating in the ministry and mission of the congregation.
- b. Immediate family member - Includes spouse, child, siblings, parents and grandparents. In-laws are included for the family members listed in this area.

Applicant Initials: \_\_\_\_\_

# NECC FACILITY RENTAL APPLICATION

## Indemnification

1. The signer of this application shall assume full responsibilities for damages or loss during his/her organization's use of the Church facilities. A responsible individual representing the applicant/organization shall be in the Church building 45 minutes before each event, and shall be responsible for seeing that the event is confined to the facilities made available.
2. The applicant will hold the Church harmless from claims arising out of the use of the Sanctuary, Fellowship Hall, other church facilities and church parking lot for the function being sponsored, on the specified date or dates. The sponsoring groups may be required to furnish a bond or certificate of insurance to indemnify the groups and the Church against any and all suits for injury of loss sustained by attendance at the function. If insurance certificate is requested and not provided by the applicant at least 72 hours before the event, the approved application will be revoked and the deposit will NOT be returned to the applicant.
3. By signing this agreement, Applicant agrees to the liability coverage and wavier of liability and consequential damage.

## Payment

### *To Be Filled Out By NECC:*

By signing below, the applicant agrees to pay for usage of the facility at a rate of \$ \_\_\_\_\_ per hour for \_\_\_\_\_ number of hours, resulting in a rental fee of \$ \_\_\_\_\_ being owed.

The applicant also agrees to pay the building facilitator fee, the sound system fee (if needed), and the cleaning fee, resulting in additional fees of \$ \_\_\_\_\_ being owed.

Therefore, the applicant agrees to pay a sum total \$ \_\_\_\_\_. Having agreed to pay \$ \_\_\_\_\_ as a deposit, the remaining balance due to be paid at least seven days prior to the rental date is \$ \_\_\_\_\_.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### *FOR NECC OFFICE USE ONLY*

Approved: \_\_\_\_\_ Approved: \_\_\_\_\_  
Lead Pastor Office Administrator

Approved: \_\_\_\_\_  
NECC Executive Board Chair

Staff Member Assigned to Rental: \_\_\_\_\_ (Must Be On Time for Event)

Building Facilitator/Wedding Coordinator: \_\_\_\_\_

Rental Amount: \_\_\_\_\_

Remarks: \_\_\_\_\_

Number of Attendees \_\_\_\_\_

# NECC FACILITY RENTAL APPLICATION

## Wedding Fees

Type	Members of NECC	Regular Attendees of NECC	Non-Constituents of NECC
Deposit	None	None	\$250 **
Sanctuary	None	\$100	\$375
Officiating Pastor	Honoraria *	Honoraria *	Honoraria *
Wedding Coordinator^	\$100	\$100	\$100
Building Facilitator^	\$100	\$100	\$100
Custodian^	\$75	\$75	\$75
Sound Technician^	\$75	\$75	\$75

## Receptions

Type	Members of NECC	Regular Attendees of NECC	Non-Constituents of NECC
Deposit	None	None	\$250 **
Fellowship Hall	None	None	\$375
Building Facilitator^	\$100	\$100	\$100
Custodian^	\$100	\$100	\$100
Sound Technician^ (if used)	\$75	\$75	\$75

\* The honoraria for the pastor and musicians are not included in the above-listed costs. The honoraria should be placed in envelopes and handed to the Building Facilitator at the rehearsal.

\*\* Deposit will NOT be refunded in the case of cancellation. Additional rental fees will apply as listed.

^The Wedding Coordinator, Building Facilitator and Custodian Fees are mandatory fees for all wedding/reception related building rentals (for members and non-members). The sound technician fee will be charged if the church's sound system is utilized by renter.

## Rental Rates for Building Use

Available Rooms for Rental	Non-Ministry	Ministry	Member/Regular Attender Usage
Sanctuary	\$40/hr (2 hr min.)	\$25/hr (2 hr. min.)	\$0/hr (2 hr. min)
Fellowship Hall	\$40/hr (2 hr min.)	\$25/hr (2 hr. min.)	\$0/hr (2 hr. min)
Library	\$25/hr (2 hr min.)	\$20/hr (2 hr. min.)	\$0/hr (2 hr. min)
One Classroom	\$25/hr (2 hr min.)	\$20/hr (2 hr. min)	\$0/hr (2 hr. min)
Two Classrooms	\$40/hr (2 hr. min.)	\$35/hr (2 hr. min.)	\$0/hr (2 hr. min)
Sound System Fee (If Used)***	\$75	\$75	\$75
Building Facilitator Fee***	\$100	\$100	\$100
Cleaning Fee***	\$50	\$50	\$50

**NOTE: DESIGNATION AS "MINISTRY" REQUIRES EXECUTIVE BOARD VOTE.** To be granted "Ministry" status, the person or organization must be not-for-profit and have as a main goal for the use of our facility the promotion of a personal relationship with Jesus Christ.

\*\*\*Both ministry and non-ministry building rentals must pay the Building Facilitator, Sound System (If Used), and Cleaning Fees, in addition to the rental rates listed above. The Building Facilitator Fee may be waived if a staff member is in the building at the time of the rental and the only service provided is to unlock the door and close the building after the event. The Sound System Fee will be charged if the sound system is used by the renter. The Cleaning Fee may be waived at the discretion of the church. In the instance a single rental contract contains multiple rental dates, the Building Facilitator Fee, Sound System Fee (if applicable), and Cleaning Fee will be assessed for each individual rental date.