



**Northside**  
fellowship

## FACILITIES REQUEST FORM

Please fill out this form if you would like to request use of the church facilities for an event.

Name \_\_\_\_\_

Organization You Represent (*Optional*) \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Do you actively attend Northside Fellowship's worship services?**

Yes

No

**If you are not a regular attender of Northside, please explain your association with the church.**

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**What type of event will the facilities be used for? (If using the facilities for a major event, such as a wedding or vow renewal, additional forms will be sent)**

Church-related Event

Personal (Family gathering, Birthday, etc.)

Community Event (Club Meeting, HOA Meeting, etc.)

Wedding

Vow Renewal

Reception

**Please describe the event you would like to hold at the church facilities (Use additional space if needed to fully describe):**

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**How many people are expected to attend the event?**

\_\_\_\_\_

**Facility Desired**

*Please select all that apply*

\_\_\_\_\_ Worship Center - Sanctuary

\_\_\_\_\_ Fellowship Hall

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Conference Room

\_\_\_\_\_ Class Room (*specify*)

\_\_\_\_\_ Outside Areas (*specify*)

**Date Event Begins** \_\_\_\_\_

**Date Event Ends** \_\_\_\_\_

**Scheduled Time of Event** (*Example: 6-8 p.m.*)

\_\_\_\_\_

**Amount of Set Up Time Required**

\_\_\_\_\_ None Needed

\_\_\_\_\_ 1 Hour

\_\_\_\_\_ 2 Hours

\_\_\_\_\_ 3 Hours

\_\_\_\_\_ Other (*Specify*)

**Amount of Clean Up Time Required**

\_\_\_\_\_ 1 Hour

\_\_\_\_\_ 2 Hours

\_\_\_\_\_ 3 Hours

**Will any of the following church furnishings be used?**

\_\_\_\_\_ Six-foot Rectangular Tables

\_\_\_\_\_ Stackable padded chairs

\_\_\_\_\_ Folded non-padded chairs

\_\_\_\_\_ White Board

\_\_\_\_\_ Flip Chart

\_\_\_\_\_ Kitchen equipment

\_\_\_\_\_ I do not need to use any of the above items.

**Please indicate how many you will need of each items checked above. You are responsible for all set up and cleanup of items used.**

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**I agree that any items used during my event will be left clean and in working order (tablecloths should be returned washed; tables cleaned; facilities be swept/vacuumed; etc.) I also agree to repair or replace any items that are damaged during my event.**

*Please select one option.*

I agree

I do not agree

**Will you require use of any amplified sound or video equipment?  
(All sound and video equipment must be run by trained and approved Northside Sound Technicians. Please indicate when you would need a Sound - A/V Technician and we will see if someone is available.)**

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**Location of Facilities:**

***513 Homewood Ave.***

***Burlington, NC 27217***

***Phone: 336-227-2386***

***Email: Info@mynorthsidefamily.org***

**Facility Use Standard Guidelines:**

Northside Fellowship exists to glorify God. The primary use of the church facilities will be to carry out Christian ministries. Therefore, worship of our Lord and Savior Jesus Christ and activities of Northside will have priority for scheduling of facilities. Any event that would show disrespect of the church, be in conflict with our Statement of Faith, or be considered an inappropriate use by the Pastor and Elders will not be allowed.

## **Scheduling Generally:**

No outside group may use the facilities on dates or times when an “all church” event is scheduled. All organizations or individuals (including both members and non-members of the church) must submit a request for use of any part of the facility to the church office at least two weeks in advance of the event. The church office staff, along with members of the facilities team, will review this request. Recurring events or events lasting several days will require approval of the Pastoral Staff and/or the Executive Leadership Team.

## **Policies for Use of the Facilities:**

Policies concerning the use and care of the facilities will be observed in order to insure the protection of furnishing, cleanliness of the facilities, and welfare and safety of all concerned.

1. It is the responsibility of the organizing party to set up a space for events. All spaces must be returned to their original state at the conclusion of each event.
2. Only sound technicians certified by Northside Fellowship are permitted to operate the sound equipment. If a party requires the use of audio-visual equipment, the need for that equipment must be specified on the Facility Request Form and arranged beforehand with Pastor Kurt Ward or Worship Pastor Kim Farmer.
3. Alcoholic beverages are not permitted on church property. Tobacco products may be used outside and disposed of in the proper receptacles.
4. All trash from an event is to be collected and placed in the trashcans located left rear corner of the church building.
5. All publicity for an event must provide the organizing party's own contact names and phone numbers. The church contact information cannot be used for this purpose. The use of signage must be coordinated with the church office, and any signage and/or promotional items that mention Northside Fellowship must be approved by church staff.
6. If food and/or beverages are to be served in the Worship Center, then the person making the request of the space MUST indicate this in the description of the event.
7. Nails, tacks, or tape are NOT to be used on any painted surfaces. Decoration must be removed immediately following an event.
8. An approved facility request is an agreement to provide space for an event and in no way implies that Northside Fellowship sponsors or endorses a planned program. Northside's name and address may be included in promotional material or invitations for location purposes only. Northside is not responsible for promoting or taking reservations for an event.

## **Weddings and Other "Major" Events:**

All facility requests for weddings, rehearsals, and vow renewals must be approved by the Pastoral Staff and Elders. Such approval is also required of "major" events (which includes those that will have more than 100 in attendance and those that will require multiple days of scheduling). Wedding of members will take priority over requests of non-members. A Wedding/Major Event Application must be filled out and submitted at least three (3) months before the scheduled event date. No Sanctuary weddings nor major non-church events will be scheduled on Sundays or during Christmas Eve or Christmas Day, or on New Year's Eve or New Year's Day. Couples are not required to use the services of the pastor of Northside Fellowship. Rather, they may use an appropriate pastor of a recognized, Christian denomination. Non-Christian clergy-persons will not be permitted. A justice of the peace is not acceptable. If a couple wishes to use the service of Northside's pastor, the couple should contact him as soon as possible so that he can schedule accordingly. Northside's pastor is not obligated to preside at weddings. Couples should speak to him early to determine the best time and learn about any pre-marital counseling requirements.

## **Liability:**

Each group shall indemnify and hold harmless Northside Fellowship and its members and employees of and from any and all claims, demands, actions, losses, and expenses of any kind whatsoever, and from all persons whomsoever, arising out of the use of the church's facilities, equipment, or other property by the group's members, invitees or participants. The church shall not be required or expected to provide security of any kind, and the church makes no implicit or explicit warranty of the premises, equipment, machinery, fixtures or furniture. Signing a Facility Request Form certifies and acknowledges that the group using the facilities releases Northside Fellowship from any liability as stated herein.

**By checking the "I agree" space below, I indicate that I have read and agree to the Northside Fellowship Facility Use Guidelines.**

\_\_\_\_\_ **I agree**

**Printed Name of Person Making the Facility Request:** \_\_\_\_\_

**Signature of Person Making the Request:** \_\_\_\_\_

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**For Office Use Only**

**\_\_\_ Added to the Breeze Calendar**

**Facility Manager's Notes**

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**\_\_\_ A/V Team Member Scheduled**