

Northbrae Community Church

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www.northbrae.org

REQUEST FOR USE OF FACILITIES 2020

Organization Name* _____

Tax exempt (501-C3) papers on file with us? Yes ___ No ___

Reservation date: _____

Hours of use: From: _____ to _____

Contact Person: _____

Phone: _____

Address: _____ email _____

Alternate Contact Person: _____

Phone _____

Address _____ email _____

*If your organization is new to us, please briefly describe the goal and purpose of your group

I / we agree to clean up after our event/use, and to leave the space in as good condition as we found it. We will put away tables and chairs, sweep Haver Hall (if used) and kitchen, bag trash and recycle and put in bins in parking lot. Caterers /groups using kitchen will clean kitchen, sweep floor, bring all their own supplies, and remove all trash, etc.

Signed: _____ Date ____/____/____

For your information:

Northbrae will not be available for use on the following holidays: January 1 (New Years' Day) or its workday observance, Martin Luther King's birthday (3rd Monday in January), President's Day (3rd Monday in February), Memorial Day (last Monday in May), July 4 or its observance, Labor Day (1st Monday in September), Indigenous People's Day (Monday, Oct 12), Veteran's Day (Nov. 11), Thanksgiving Day and December 24, 25 & 31.

Notes

- Room(s) • **Haver Hall**
• **Kitchen**
• **Parlor**
• **Gallery**
• **Room #1, 2**
• **Chapel**
• **Hut**

Deposit Pd. Date _____ \$ _____ Balance Pd. Date _____ \$ _____