

# Northbrae Community Church

941 the Alameda, Berkeley CA 94707 (510) 526-3805  
FAX (510) 526-3923 [northbrae3@gmail.com](mailto:northbrae3@gmail.com) [www.northbrae.org](http://www.northbrae.org)

## REQUEST FOR USE OF FACILITIES 2022

Organization Name\* \_\_\_\_\_

Reservation date: \_\_\_\_\_

Hours of use: From: \_\_\_\_\_ to: \_\_\_\_\_ Tax exempt (501c3) on file with us? Yes \_\_\_ No \_\_\_

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 the 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 (2nd Monday in October), Veteran's Day (Nov. 11), Thanksgiving Day and December 24, 25 & 31.

Notes:

Room(s): Haver Hall • Kitchen • Parlor • Gallery • Room 1 • Room 2 • Chapel •

For internal office use:

Form: Ver2022v1

Deposit Pd. Date \_\_\_\_\_ \$ \_\_\_\_\_ Balance Pd. Date \_\_\_\_\_ \$ \_\_\_\_\_