**FRIENDSHIP HOUSE USAGE POLICY AND AGREEMENT**

We, the South Newbury Union Church, are delighted you are considering our building to host your event/group. Please review our usage policy and facility regulations. If you wish to use the Friendship House, please complete the application form and sign the liability and insurance waiver, and return to us. SNUC 162 Village Rd P.O. Box 37 Newbury, NH 03255. Any questions, please call: 603-938-5369.

Policy:

1. Friendship House reservations should be made far enough in advance to avoid interference with other events/groups. The Executive Board reserves the final decision on usage.
2. Capacity is 46 people seated, or 106 people standing (with no tables).
3. Children must be supervised and not left unattended.
4. Smoking is permitted in outside smoking area(s) only.
5. Do not attach anything to walls or other surfaces that may cause damage.
6. The Church is not responsible for lost or stolen belongings.
7. The kitchen facilities are available to use; except for the commercial gas stove.
8. The building should be left in the condition in which it was found. Please remove all rubbish.
9. Any claims resulting from harm or injury related to the event, are the responsibility of the person who has arranged for the use of the Friendship House.
10. In order for any alcohol use: There has to be a licensed caterer, The caterer has to have liquor liability coverage, and South Newbury Union Church has to be named as “additional insured”.

Suggested Donations:

We do not charge for the use of the Friendship House, but donations are greatly appreciated due to standing overhead costs of: maintenance, heat, electricity, wear and tear, etc.

**FRIENDSHIP HOUSE USAGE APPLICATION FORM**

Person applying for usage of building:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alt Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Name: (optional)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason/Event Type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caterer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One time event?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ recurring?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below, the person arranging the use of the Friendship House, agrees to hold harmless the South Newbury Union Church, and any of its’ members, from liability resulting from any form of harm related to the event itself. The person also agrees to abide by the usage policy outlined on page 1.

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Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Church Contact