

New Hope Presbyterian Church Building Use Requirements

Revised 08/2012

New Hope is a busy place not only on Sundays but also during the week. As a church building user, we hope to provide you with sufficient space for your activity. By receiving approval to use the church building, **you have accepted responsibility** for the security of your space and the church if you are the only one here.

While using the New Hope facility, we ask you to follow several simple courtesies:

- Turn off all lights (including the restrooms).
- Make sure all doors are locked.
- Leave the room you used as neat as you found it.
- Please don't use any church materials found in your room and monitor your group and/or children to ensure this request too.
- Please stay in the room, restrooms, and hallway area you have been assigned. Under no circumstances should anyone wander the church. Children should be supervised closely.
- Church keys are expected to be returned in a timely fashion when your group is finished using the facility. This includes groups who use the church on a regular basis during the school year – keys should be returned at the end of the school year.

If you find your assigned room not ready for use, we apologize for the inconvenience this causes. We appreciate hearing from you immediately (email: jill@newhopfishers.org) if there is a problem so we may follow up appropriately.

Thank you for choosing New Hope Presbyterian Church for your activity. Please know you are invited to join us anytime for Sunday worship. By following these few courtesies, we hope you enjoy your visit!

Per the above requirements, I _____
accept responsibility for use of the church space requested and agree to its terms and conditions.

Signed: _____

Date: _____

Important phone numbers:

Church Office (Monday- Friday, 8:00a-4:30p)

317.842.5171

After hours/emergency

David Ayars, Building/Grounds Team

317.490.4791

Charles Binkholder, Building/Grounds Team

317.596.8648

Steve Ebling, Pastor

317.727.4144