

# **New Beginning Evangelical Church (NBEC)**

**1 South Sixth Street, Youngwood PA 15697**

## **Building Use policy**

- 1. NBEC building and grounds are a drug, alcohol, and tobacco products (including vaping and e-cigarettes) free area.**
- 2. COST.**

A minimum \$50 donation is requested for the use of the hall for each day of rental.  
Donation is waived for members of the New Beginning Evangelical Church congregation.
- 3. ACCESS.** The social hall is accessed from the street level door on Sixth Street. Except by prior arrangement, use of the building for social functions is limited to the ground floor social hall. Event attendees are not to access the upstairs sanctuary or balcony areas.
- 4. CHILDREN.** Children are welcome in our church and building, but must be supervised at all times.
- 5. KEYS.** A key to the ground floor door will be made available by the pastor or a trustee to the person reserving the hall. If the key is lost the person reserving the hall agrees to pay the cost of a locksmith re-pinning the locks and replacing all the keys currently in use.
- 6. FURNITURE.** Tables and chairs can be moved to suit the needs of the event. No furniture is to be removed from the church. At the conclusion of the event, all tables and chairs should be returned to the configuration in which they were found.
- 7. DECORATIONS.** You may begin decorating the morning of the day of your event. Please use only sticky-tack to hang decorations. Remove all decorations and sticky-tack at the conclusion of your event.
- 8. KITCHEN.** All the kitchen appliances and utensils present in the kitchen area are available for use. Please wash and clean any items used. Do not use any of the disposable items or food and drink in the kitchen or refrigerator. You may leave any used wash clothes or dishtowels on the counter.
- 9. CLEAN UP.** All garbage should be bagged and placed in the outside receptacle. Recyclable items go in the blue container. Please replace the bags in the indoor cans with bags available in the kitchen.
- 10. BROKEN/DAMAGED ITEMS.** Please report any broken or damaged items when returning the key.
- 11. CLOSING CHECKLIST.** Complete the attached closing checklist and return the key to the the person who provided it at the end of your event. Be sure the door is closed and the building secured.