

# New Image Revolution Teen Center Reservation Form

## APPLICATION AND AGREEMENT FOR USE OF FACILITY

### APPLICANT COMPLETE (Application must be submitted 30 days prior to event)

Organization \_\_\_\_\_ Purpose or Type of Use \_\_\_\_\_

Authorized Representative name (please print) \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Email \_\_\_\_\_

Facility Requests: Put an (X) next to requested services

\_\_\_ Wireless Internet    \_\_\_ Sound/Music    \_\_\_ Cable Television    \_\_\_ Laptop Over TV Broadcast

\_\_\_ Tables                    \_\_\_ Extra Chairs

Date(s) Requested \_\_\_\_\_ Hours From: \_\_\_\_\_ To: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

### CONDITIONS FOR USE OF FACILITY

1. Registration and Supervision of the facilities must be by a responsible adult (25 years of age or older)
2. Alcohol or Tobacco products are not allowed in the teen center or on the teen center property.
3. Use is confined to the property of 200 Ross Avenue Suite G and the corresponding parking spaces.
4. All groups are responsible for their own setups and takedowns of tables and chairs. Area must be returned to its original arrangement. No materials are to be taped, stapled, glued, or pinned to any surface unless designated for such purposes.
5. All users must provide their own supplies (i.e., food, utensils, dinnerware, etc.)
6. Grilling is not permitted unless approved by the Lessor of the Ross Avenue complex.
7. Damage to buildings or property is malicious mischief, any person guilty of such will be prosecuted to the full extent of the law. **YOU WILL BE HELD RESPONSIBLE FOR ANY DAMAGE INCURRED BY YOU OR A MEMBER OF YOUR GROUP.**
8. All arrangements for facility use and access (seating arrangements, A/V usage, any other facility requests, etc.) must be made through the New Image Outreach office 30 days in advance of the event's scheduled date to ensure availability and coordination.
9. Teen Center capacity should not exceed 100 persons.
10. Reservation is tentative until Application and Agreement for Use of Facility form is properly completed and the New Image Outreach church office approves the facility use.
11. Any gathering considered dangerous, a disturbance of the peace or endangering public property is subject to closure.
12. New Image Outreach reserves the right to cancel reservations at any time.

### If there are questions, concerns or emergencies that arise please call:

New Image Outreach Office:            864-855-6058

Pastor Jason Wilson:                    864-908-8414

I have read the rules and regulations relating to the use of the New Image Revolution Teen Center facilities and accept responsibility for meeting the requirements herein. I also hereby certify that I have the authority to sign this application on behalf of the above organizations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### New Image Outreach Office Personnel Teen Center Facility Approval

YES \_\_\_\_\_ NO \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_