



**NEW HOME MINISTRIES**  
1616 Carondelet Street • New Orleans, LA 70130 • 504-529-1302  
***Non-Ministry Events - Policies for Facility Usage***

**PURPOSE:**

*The building and grounds of the New Home Ministries (NHM) are for the purpose of serving our congregation and the community. Members, Nonmembers, outside groups and other organizations may use the facilities for non-ministry events. The purpose of these policies and procedures are to provide order and consistency in the scheduling and use of the NHM facilities. To ensure the smooth operation of all events; it is necessary that all individuals and groups adhere to these guidelines. If there are questions concerning these policies, you may call the administration office for further clarification.*

***SCHEDULING OF EVENTS***

All persons or groups desiring to use church facilities for any type of non-ministry sponsored event must follow the procedures outlined below to schedule an event.

1. Complete a **“Facility Requisition”** form and submit it to the administration office at least 15 days prior to the event.
2. Upon approval of the event, a 50% deposit of the total fees must be paid by the applicant.
3. Deposits may be paid in the form of check, cash or money order. Check and money orders should be made payable to: ***New Home Ministries***.
4. The event will be confirmed and placed on the ministry’s *“Events Calendar”* once the request has been approved and the 50% deposit has been paid.
5. The entire amount of fees must be **paid in full 5 days** prior to the scheduled event.
6. Cancellations made less than 10 days before the scheduled event will incur a 20% administrative charge. If cancellations are made 10 days before the scheduled event all funds paid will be refunded.
7. Events cannot be scheduled on a national holiday such as: Christmas Eve, Christmas Day, Easter, Mardi Gras Day, Thanksgiving, 4<sup>th</sup> of July, New Year’s Eve, New Year’s Day
8. Events should not continue beyond 10 pm, unless special circumstances exist.

***GENERAL GUIDELINES AND RESTRICTIONS***

1. Smoking is strictly prohibited in and around NHM facilities.
2. No alcoholic beverages may be served or consumed on the church premises at any time.
3. All persons and groups are responsible for their set up, take down, and cleanup for any event.
4. Groups using the facilities shall be responsible for ensuring the space used is returned clean and in its original condition after use. All furniture and equipment including chairs should be put back in their proper location.
5. Events should be conducted in a timely manner with consideration of the persons responsible for locking up and securing the facilities.

6. No overnight storage is available.
7. All services or equipment supplied by an outside vendor (i.e., florist, photographer, musician, caterer, etc.) are the complete responsibility of the individual or group renting the facility.
8. NHM will not assume the responsibility for the damage or loss of any merchandise or articles brought into the facility or for any item left after the conclusion of the event
9. The person in charge or responsible party should report any breakage or malfunction of equipment to the administration office.
10. Any equipment or furniture which is misplaced or damaged during the event must be replaced or repaired by the responsible parties.
11. Decorations for any event should be the kind that will leave no permanent marks on the facility. The use of nails, screws, thumb tacks, tape, or glue of any kind on any equipment, walls, ceilings, pews, or other furnishings is prohibited.
12. All decorations, supplies, etc. should be promptly removed at the conclusion of the event; NHM will not be responsible for items left behind.
13. The use of rice, confetti, or other material shall not be thrown inside any of the church facilities.

#### ***SANCTUARY USE***

All *General Guidelines* apply to the use of the NHM Sanctuary. These specific guidelines are for individuals or groups arranging to use the Sanctuary.

1. The administration office will approve all use of the Sanctuary on a case-by-case basis.
2. Permission will be considered only for groups presenting programs that are in keeping with the primary purpose of the space.
3. A respectful attitude and appropriate decorum should be maintained when using the Sanctuary.
4. No food or beverage is permitted in the Sanctuary or the vestibule area at any time.
5. The sound system in the Sanctuary is not to be used by untrained persons. Prior arrangements must be made to have an audio staff member or another und technician present or arrange for a qualified operator.
6. The sound equipment (microphones, speakers, amplifiers, etc.) cannot be unhooked or moved from their area by anyone other than the audio staff.

#### ***KITCHEN USAGE AND SAFETY***

All *General Guidelines* apply to the use of the NHM Kitchen/Cafeteria. These specific guidelines are for individuals or groups arranging to use the Kitchen/Cafeteria.

1. New Home Ministries accepts no responsibility or liability for any food or beverage prepared or served by any individual or group.
2. No equipment should be removed from the kitchen without permission of the Kitchen Committee.

3. All food and beverages brought in must be removed at the end of the event. Any food or beverages left will be discarded.
4. All trash must be properly bagged and carried to the dumpster located in the Euterpe Street parking lot.
5. Persons using this area should become familiar with the location of the fire extinguisher, fire alarms, and emergency exits.
6. The stove and oven are natural gas fired. The stove and oven are always hot because of their pilot lights. Do not place plastic, paper, wooden, or any other combustible items on top the stove or oven.

### ***PARKING***

1. There should be no parking along the side of the administration building. Parking in this area creates congestion and can result in damage to the building and vehicles.
2. There should be no parking in the front of the church which is designated a passenger loading zone. This area is reserved for dropping off and picking up passengers.
3. No one should park in such a way that restricts or blocks other vehicles from exiting the parking lot.
4. Always lock your vehicles when parked and do not leave valuables in sight, in order to deter persons with criminal intent.
5. The use of the parking lot is included in the rental fee of all NHM facilities. Parking lots rented for the use of activities will incur a fee which will be determined on a case by case based.
6. The use of the parking lot is included in the rental fee of all NHM facilities. However there is a rental fee for the use of the parking lots for other activities such as fairs, filming or additional parking.

***\*\* Fees will be determined by the amount of space needed and the type and nature of the event.***

- All rates are based on a three hour event. Events lasting longer will be assessed a rate of \$100 for each additional hour above the 3 hour limit.
- One (1) hour prior to the scheduled event will be allowed for decorations and set-up by the renter.
- The following items will be included in the rental fee: Tables (round or rectangular), Chairs, and Parking
- The cost of table linens, security, sound technician, and musician is not included in the rental fee. If needed, the renter will be responsible for securing these services.

### ***INDEMNITY CLAUSE***

- Any person, group, or organization using the NHM facilities shall agree to indemnify and hold harmless the NHM, its pastors, employees, and representatives from and against any and all liability which may be alleged or which results from any injury to

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persons or property caused by or to any person or organization (including its members) or guests connected with the use or rental of the facilities as described and agreed to herein.

**Once your event is approved, this form must be returned with your deposit.**

*I have read the policies of New Home Ministries and agree to abide by the same if permitted to use the facilities. I will make every effort to insure that guests attending the event will do likewise. I understand all sections and any questions I had were answered to my satisfaction.*

\_\_\_\_\_  
*Signature of Responsible Party*

\_\_\_\_\_  
**Date**



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Today's Date \_\_\_\_\_

Person/Responsible Party: \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_

Contact Number \_\_\_\_\_ E-mail \_\_\_\_\_

Purpose or Name of Event/Activity \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

Time Needed: From \_\_\_\_\_ To \_\_\_\_\_

Set - up Time: \_\_\_\_\_

How many persons are expected to attend this event? \_\_\_\_\_

Specify Facilities Needed

√		√	
	Sanctuary		Gymnasium
	Upper Room		Parking Lot (Administration Bldg.)
	Cafeteria & Kitchen		Parking Lot (Rear of Church)
	Conference Room (Administration Bldg.)		Other:

*You will be notified within five (5) business days concerning approval/disapproval of your event.*

***I have read the policies and procedures of New Home Ministries and agree to abide by the same if and when this request is approved.***

\_\_\_\_\_  
**Signature of Responsible Party**

\_\_\_\_\_  
**Date**

<b>For Office Use Only</b>
Date Request Received _____
Date Final Approval _____