



**New Covenant Christian School**  
 452 Ebenezer Road, Lebanon, PA 17046  
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 nccspa.org

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

NCCS Approval/Rejection: \_\_\_\_\_

Deposit Received: \_\_\_\_\_

**Application for Rental of NCCS Facilities**

Organization Name: \_\_\_\_\_

Contact Person (*Must be at least 21 years old*): \_\_\_\_\_

Contact Numbers: cell \_\_\_\_\_ / work \_\_\_\_\_ / home \_\_\_\_\_

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

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

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Please mark the facilities (and any equipment) that you require:

- Student Life Center – Floor & Lights only
- Student Life Center & Sports Equipment
  - Basketball ( 2 main backboards (one court) /  4 side backboards (2 courts) /  All 6 backboards)
  - Volleyball ( main court /  2 side by side courts)
  - Scoreboards  Sound System  Portable Stage  Bleachers  Chairs  Curtain
  - Concessions food & staffing
- Elementary Gym – Floor & Lights Only
- Elementary Gym & Sports Equipment
  - Basketball (1 court)
  - Volleyball (1 court)
  - Scoreboards  Sound System  Stage  Chairs
- Cafeteria only – Tables with attached Chairs
- Cafeteria & Kitchen
  - Tables w/ attached chairs  Refrigerator  Dishwasher  Other: \_\_\_\_\_
- Outdoor Sports Field - Pine (U8-U10 field)

**Terms & Conditions**

- Each NCCS Facility will be rented at \$85/hour (1-4 hours), additional hours rented at \$70/hour (5-10 hours)
  - o Rental rates may vary based on facility & equipment needed
- \$100 security deposit is required upon application approval (Failure to submit deposit will result in loss of rental.)
  - o Deposit will be held until after event. If facility is left as agreed (no loss/damage), the check will be destroyed.
- Full payment for event rental is required 2 business days prior to start of event date
- Cancellation must be made 1 full business day prior to event date. Failure to comply will result in loss of deposit.

I have read and agree to this **Application for Rental, Liability Agreement, and Facility Guidelines.**

\_\_\_\_\_  
 Name of individual responsible

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date