



**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: \_\_\_\_\_

## NCCS Facility Guidelines

1. The Application for Rental of NCCS Facilities form must be completed by an individual who is at least 21 years old and will be responsible for any and all payment(s), terms, guidelines, expectations, and liability described on the Application for Rental of NCCS Facilities, Liability Agreement and Facility Guidelines. This individual should return the necessary paperwork to the office no later than ten (10) days prior to the event for your request to be approved.
2. The rental fees **AND** security deposit are due no later than two (2) business days prior to the event.
3. Group leaders are responsible to see that all property and equipment are taken care of properly. There shall be no hanging on the basketball hoops or volleyball nets; otherwise, your security deposit will be forfeited, and you will be responsible for any replacement costs or repair bills of damaged property. Please report damages of any kind.
4. Smoking, vaping, drugs, drug-related paraphernalia, alcoholic beverages, profanity, or excessive noise will not be allowed anywhere on the property at any time. By signing this agreement, you agree to abide by these NCCS Facility Guidelines.
5. The renter is responsible for all persons on the school grounds for the event, and the enforcement of all guidelines.
6. All publicity related to the rental event must clearly state the name of the sponsoring group or organization.
7. The user is responsible for supervising car parking.
8. All chairs and tables must be set up and taken down by the renter.
9. The school is not responsible for any lost or stolen belongings, and the school is not responsible or liable for any accidents or injuries that occur during your use of our facility. (**Note:** In the event of an emergency, you can dial 911 from any phone from within the building.)
10. Buildings, rooms, equipment, and grounds are to be left clean and in an orderly condition just as you found it. All trash generated by your use must be collected and placed in the dumpster outside.
11. Groups utilizing the building are expected to vacate the building by the time stated on the Application form.
12. The school administration has the right to accept or reject any application or event.
13. Group leaders must ensure that no one enters the gym closets, unless authorized by the school.
14. Key(s):
  - The school administration may or may not issue a school key to the group requesting to use the facilities. If a key is not issued, the administration will ensure the building is open and closed at the times specified on the Application form. If a key is issued, the group must sign it out in the office during normal business hours (M-F, 8:00 – 4:00). The key must be returned to the office within two days after the date of event.
  - Any lost or damaged keys must be replaced at the renter's expense.
  - Whoever signs out the school key must ensure that all guidelines are enforced, and that all equipment is put away properly.
15. Use of Cafeteria/Kitchen:
  - Individual responsible should talk with the Food Services Director prior to date of usage, if necessary.
  - You may not use NCCS plates, cups, and/or flatware without prior permission. (If permission is given, items need to be washed or a fee will be charged and/or your deposit will be forfeited.)
  - No one should be in the kitchen area if you have applied for the cafeteria only.
  - The office area is always restricted.
  - You may not tape anything to the walls.
  - All tables and seats are to be wiped clean.
  - Floor in cafeteria is to be dry mopped, and if necessary, wet mopped.
  - All garbage should be taken to the dumpster outside.
16. Anything using electricity (lights, fans, etc.) must be turned off as you leave, and all areas must be locked and secured, unless other arrangements have been made with the school.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return a signed copy of the Facility Guidelines to the NCCS office**