



New Covenant Christian School
452 Ebenezer Road, Lebanon, PA 17046
p 717.274.2423
f 717.274.9830
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 \$100/hour
 - 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