

A non-refundable registration fee of \$50 is required for this process to begin, please. This charge applies whether your application is approved or not.

GINTER PARK UNITED METHODIST CHURCH

1010 West Laburnum Avenue
Richmond, Virginia (804)262-8651

APPLICATION FOR USE OF CHURCH FACILITIES (for Non-Ginter Park United Methodist Church Groups and Personal Use)

This form shall be prepared by the applicant and submitted to the Church Office. A copy will be returned to the requesting organization and indicate approval or disapproval and the amount of charges, if any.

Date of the event: _____

Name of the Organization: _____

Event being scheduled: _____

Person making request: _____ Person in charge (if different): _____

Name: _____ Name: _____

Address: _____ Address: _____

Phone: (h) _____ Phone: (h) _____

(w) _____ (w) _____

(c) _____ (c) _____

Email: _____ Email: _____

Purpose of the event: _____

Time space will be occupied (including set-up and clean-up): _____

Approximately how many people will be attending? _____

Location:

_____ Social Hall _____ Nursery _____ Sanctuary _____ Stage _____ Chapel

_____ Kitchen _____ Memorial Garden

_____ Classroom(s) _____ Church Parlor

Specific request:

No. of chairs: _____

No. of tables: _____

China/flatware: _____

Coffee urn: _____

Other: _____

Event day(s) of week: _____
Event date of month: _____
Event time start: _____
Event time finish: _____

Date of Application: _____

On behalf of the above-named organization:

I hereby certify that I have read the current policy for use of Church Property and Facilities of Ginter Park United Methodist Church with special attention to Sections E and F.

I understand and accept the liability conditions under Section F.3.

I agree that the Church policy will be observed and that the organization will assume all responsibility for observing such policy.

I understand my own obligations as person in charge and agree to notify the Church in writing if the person in charge is replaced before the event takes place.

Signature of Person in Charge:

Request approved: _____
Facility assigned: _____
Request denied: _____
Reason: _____

Total Charges: \$ _____

(Make check payable to Ginter Park United Methodist Church and send to Church Office at least 2 weeks prior to the event)

Deposit Received: \$ _____ Date: _____

Date balance of payment received: _____

Evaluation after use: _____

Signature: _____

Date: _____

Requirements, Responsibilities and Restrictions

1. Liability for Personal Injury or Loss. GPUMC does not assume responsibility for personal injury loss of any kind suffered by anyone using its facilities.
2. Care of Property. All individuals and non-GPUMC organizations, whether Church-related or not, assume responsibility for the proper use and care of GPUMC property. Users assume liability for damage. After the Church determines the cost to repair damage, the responsible person or organization will be billed for such cost, normal wear and tear excepted. Decorations and displays using masking tape must be completely removed immediately following the activity unless otherwise agreed at the time the activity is approved. The use of scotch-tape and tacks on walls and woodwork is prohibited. Masking tape is recommended.
3. Person-in-charge. Every organization of group using GPUMC facilities shall designate an adult member as the “person-in-charge” who shall be identified on the application. The person-in-charge is responsible for seeing 9a) that a sufficient number of supervising persons are available to maintain good order and discipline during the group’s use of Church facilities, and (b) that members of the group remain in the approved area of the Church only. In addition, he/she should be at the place of the scheduled meeting or activity prior to entry into the building by the group and should remain at the Church following such meeting or activity to see that everyone has left the Church facilities and that everything is in order before leaving. Among other things, the person-in-charge should see that:
 - a. All equipment and furniture is returned to its proper place;
 - b. All trash is picked up and placed in appropriate containers;
 - c. All equipment or property belonging to the group is stored in its assigned place (only church groups will have assigned space);
 - d. All interior lights are turned off (except exit lights)
 - e. All doors and windows are closed and locked
4. Personal Conduct. All persons using Church facilities shall be restricted to the area(s) requested and approved for use and comply with the following rules:
 - a. Smoking is prohibited in any church building.
 - b. Alcoholic beverages or any controlled substances are prohibited on church property.
 - c. Gambling is prohibited on church property.
 - d. Running or shouting is not allowed in the interior of the church buildings.
 - e. Profane language is prohibited.

Special Provisions

1. Change of Meeting Dates, Times and/or Locations. Once approved, space is guaranteed except in case of an unforeseen emergency or natural disaster. In such an emergency, the Church may cancel the use of the facility without prior notice and will make every attempt to re-schedule the event.
2. Violation of Policies. Violation of the rules and policies for use of Church property and facilities may be cause for denying or revoking permission for future use.
3. Insurance Requirements. Non-church groups using GPUMC facilities shall be responsible for the care and safety of their members and guests and for the security and protection of their own equipment and property against loss or damage. GPUMC reserves the right to require a certificate of public liability insurance with GPUMC to be named as an additional insured. In any situation wherein the need for insurance coverage is not clear, the Church insurance agency shall be consulted by the Board of Trustees.