

# Application Form for Use of Church Park

New Goshenhoppen United Church of Christ (East Greenville, PA)

## Applicant Information:

Name (person responsible): \_\_\_\_\_

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

Address (street, city, state, zip): \_\_\_\_\_






Phone (include area code): \_\_\_\_\_

Intended Use (type of event): \_\_\_\_\_

## Event Information:

Date Requested: \_\_\_\_\_ Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_

# Persons Attending Event: \_\_\_\_\_

		Park	Capacity	Full Day
<input type="checkbox"/>		Park	-	\$250
<input type="checkbox"/>		Dining Hall (included with Park Rental)	100	-
<input type="checkbox"/>		Refreshment Stand	10	\$50
<input type="checkbox"/>		Playground	-	-
<input type="checkbox"/>		Restrooms	4 to 6	-

Total Fees: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Application must be submitted to the church office by the 1st of the month prior to the month of the event for review by the New Goshenhoppen United Church of Christ Park Committee. Organizations and family gatherings of 100 or more persons using the facility are required to provide a Certificate of Insurance along with the application. Minimum coverage of \$1 million required unless waived by the NGUCC Park Committee. Trash removal for organizations shall be at the expense of the Applicant. Applicable fees shall be paid at time of application. Checks shall be made payable to New Goshenhoppen United Church of Christ. By signing this Application, the Applicant intends to be legally bound by the Regulations, Terms, and Policy attached. Further, the Applicant hereby releases the Church, its agents, servants and employees and assumes all risks, liability and responsibility for any injury or damage to any person or property. Applicant acknowledges receipt of a copy of the Regulations, Terms and Policy.

### For Office Use Only:

Approved       Denied       Request for More Information

Trustee: \_\_\_\_\_ Date: \_\_\_\_\_

# **Use of Church Park - Regulations, Terms & Policy** (1 of 3)

New Goshenhoppen United Church of Christ (East Greenville, PA)

## 1. SUBJECT

The following regulations cover the use of New Goshenhoppen Church Park facilities for outside group events.

During the term of this Agreement, the Applicant shall use the Facility for conducting a program of its own design and shall comply with all applicable laws, codes, and regulations. All programs must be kept within the bounds of Christian decency and orderliness. The Applicant shall notify New Goshenhoppen Church of the nature of its program, and shall promptly supply New Goshenhoppen Church with information concerning the program upon request by the Church. New Goshenhoppen Church prohibits fireworks, firearms, ammunition, and explosives at the Facility. The use of gasoline, flammables, and poisonous substances, other flammables, and hand and power tools are restricted. Prior authorization from the Park Committee must be obtained.

## 2. FACILITIES INCLUDED

- a. Park (including bandshell)
- b. Dining Hall & Refreshment Stand
- c. Playground
- d. Restrooms

## 3. PROCEDURE

- a. Complete application form.
- b. Return to the Church Office the signed Application, along with the Certificate of Insurance (if applicable), and a check made payable to New Goshenhoppen United Church of Christ.
- c. Park Committee will review applications and approve, deny, or request more information (the Park Committee meets the 1st Wednesday of each month).

## 4. COST

- a. Cost for facility use is as defined on the fee schedule on the application form.
- b. Breakage and Damage – The applicant agrees to pay New Goshenhoppen Church the amount reasonably necessary to repair or replace property or equipment damaged, defaced, or destroyed during the Applicant Group's use.
- c. Payment Terms – The Applicant agrees to deliver payment in full to a representative of New Goshenhoppen at the time the Application is submitted. If the Application is not approved, the check will be returned to the Applicant.

## 5. GENERAL RULES

- a. Alcoholic beverages, smoking, and use of profane language are forbidden on the premises.
- b. Trash shall be placed in the available containers both inside the building and on the park grounds. Recyclable materials shall be washed and placed in separate containers in the dining hall.
- c. All music and programs must cease promptly by 9 p.m. The premises must be vacated by 10 pm unless other arrangements are made and approved by the NGUCC Park Committee.
- d. Rentals for Sundays during the months of June, July and August will start after 12:00 noon unless prior arrangements are made and approved by the Park Committee.

## **Use of Church Park - Regulations, Terms & Policy** (2 of 3)

New Goshenhoppen United Church of Christ (East Greenville, PA)

### 5. GENERAL RULES (cont.)

- e. The Church, at its discretion, reserves the right to dispose of any and all belongings still remaining on park premises ten (10) days following the event.
- f. Applicant shall contact the Sexton to discuss table and chair arrangements and any other needs for the event (use of sound system, bridal tables, place settings, kitchen use, etc.) at least one week in advance of the scheduled event. Phone 215-272-3386.
- g. The Church reserves the right to deny/restrict use and/or users for any reason.
- h. Use will be subject to availability.
- i. The Church will not be held responsible for any loss or damages, direct or indirect, for failure or inability to provide the facilities or services. No representation or warranty is made regarding heating, air conditioning, fans, use of water, use of electricity, etc.
- j. The Church does not provide medical supervision, treatment, maintenance, or dispensing of medications. These responsibilities belong to the Applicant.
- k. The Applicant's contact person shall bring and have available at all times a current list of participants that includes: names and addresses, emergency contact information, and known allergies or health conditions. Also, for each participant under the age of 18 not accompanied by their parent or guardian, a signed form granting permission to seek emergency treatment is required.
- l. The Applicant must have one adult (over 21) to a maximum of 8 youth (under 18) for proper supervision.
- m. Emergency transportation is available through local emergency response groups by dialing 911. The Applicant agrees to furnish non-emergency medical transportation. All 911 calls must be reported to the New Goshenhoppen Office immediately.
- n. The Church does not take responsibility for the use or condition of personal sports equipment brought on the premises or the well being of members of the user group using said equipment.

### 6. LIABILITY FOR INJURY TO PERSONS OR PROPERTY

- a. Applicant understands that the facility may become unavailable should a church crisis, such as a family grief luncheon, arise. Regardless of the planned event, a grief luncheon takes precedence over all scheduled or unscheduled activities (except wedding receptions). In such cases an alternate date will be negotiated.
- b. The Applicant agrees to supervise and to assume full control and responsibility for any persons, entities or things other than New Goshenhoppen personnel or property who/which are, for any reason, on the Facility by reason of the Applicants program or use of the Facility.
- c. The Applicant agrees to defend, indemnify and hold harmless New Goshenhoppen Church and its past, present and future members, directors, officers, employees, agents, and independent contractors and their successors, assigns and heirs from and against any harm and/or claim made by any third party arising and out of in any way connected with the Applicants actions and/or failure(s) to act in respect of its use of the Facility.
- d. For the purpose of this section, "any person" includes, but is not limited to, Applicants agents and employees, participants in the Applicants program and visitors.
- e. Applicant must provide proper proof of insurance prior to rental.

## **Use of Church Park - Regulations, Terms & Policy** (3 of 3)

New Goshenhoppen United Church of Christ (East Greenville, PA)

### 7. MISCELLANEOUS

- a. The Applicant warrants that the person signing the Agreement has the authority to execute the Agreement on its behalf.
- b. This Agreement may be altered or amended only by written agreement of both parties.
- c. New Goshenhoppen Church reserves the right to require that the Applicant remove from the Facility any persons in, or in any way connected with, Applicant's group who, in the sole opinion of the Church, are creating a disturbance or who are otherwise disrupting activities on said Facility. The Applicant agrees to permit only authorized persons to enter the Facility and shall take all necessary steps to remove unauthorized persons from said Facility.
- d. The Applicant agrees that the total number of participants on the premises will not exceed the Facility Building Maximum capacity at any time.

### 8. TERMINATION

- a. Failure to comply with the terms of this agreement may result in the termination of this agreement.
- b. New Goshenhoppen Church may terminate this Agreement without any liability upon ten (10) days prior written notice to the Applicant either 1) without cause or 2) upon a determination by the Church, in its sole and exclusive judgment, that the requirements of the State Fire Marshal, the Department of Public Health and Safety or any statute, rule or regulation of any federal, state, or local body, imposes undue requirements or hardship on the Church.

Please sign the attached Application Form indicating agreed upon dates, times, costs, and services. Return the form to the office of New Goshenhoppen for review and approval.