

Application Form for Use of Church Facilities

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: _____ Number of attendees _____

Full Day Half Day (3 hours or less)

		Room	Capacity	Full Day	Half Day
<input type="checkbox"/>		Roberts Room – Large Conference Room	25	\$60	\$40
<input type="checkbox"/>		13 Classrooms. Specify # Rooms: _____	15 to 20 / room	\$50 / room	\$30 / room
<input type="checkbox"/>		Kitchen & Fellowship Hall	120	\$300	n/a
<input type="checkbox"/>		Sanctuary	300+	\$200	n/a
<input type="checkbox"/>		Parlor, Social, Reading Rooms	40 to 50	\$100	\$50
<input type="checkbox"/>		Outdoor Church Facilities*:			
	 	Walking Path, Playground, Prayer Wall	-	-	-
		* - these facilities are open to all groups.			

Total Fees: _____

Signature of Applicant: _____ Date: _____

Application must be submitted by the first of the month for review by Property Committee on the first Wednesday of the month. 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 Facilities - 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 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 Property Committee must be obtained.

2. FACILITIES INCLUDED

- a. Roberts Room – Large Conference Room
- b. Classrooms
- c. Kitchen & Fellowship Hall
- d. Sanctuary
- e. Parlor, Social, Reading Rooms
- f. Outdoor Church Facilities

3. PROCEDURE

- a. Complete application form.
- b. Return to the Church Office the signed application, along with a check made payable to New Goshenhoppen United Church of Christ.
- c. Property Committee will review applications and approve, deny, or request more information (the Property 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, use of profane languages, and abuse of drugs are forbidden on the premises.
- b. All groups are *guests* of the church. The entrance to Fellowship Hall must be made available for public use. Cooperation of all applicants is appreciated and necessary.
- c. Trash shall be placed in the available containers in Fellowship Hall.
- d. The dishwasher in the kitchen is not to be used.

Use of Church Facilities - Regulations, Terms & Policy (2 of 3)

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

5. GENERAL RULES (cont.)

- e. Helium balloons are prohibited. Any cost associated with removal of balloons from ceiling and fans will be forwarded to the applicant.
- f. Wedding receptions are permitted in Fellowship Hall. Catering services are the responsibility of the applicant and family. All catering cleanup is the responsibility of the applicant.
- g. The premises must be vacated by 10 PM.
- h. Applicant is responsible for table/chairs setup and teardown unless prior arrangements have been made with the Sexton. Also any other needs for the event (use of sound system, bridal tables, place settings, kitchen use, etc.) must be arranged with the Sexton at least one week in advance of the scheduled event. Phone 267-383-8301.
- i. The Church reserves the right to deny/restrict use and/or users for any reason.
- j. Groups are requested to not park in cemetery driveways.
- k. Use of Kitchen does not include dishware (cups, plates, etc.) or utensils (forks, knives, spoons, etc.). Applicant must supply own dishware and utensils as required. Responsible adults may use Kitchen appliances (including coffee pots) as appropriate.
- l. Use will be subject to availability.
- m. 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.
- n. The Church does not provide medical supervision, treatment, maintenance, or dispensing of medications. These responsibilities belong to the Applicant.
- o. 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.
- p. The Applicant must have one adult (over 21) to a maximum of 8 youth (under 18) for proper supervision.
- q. 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.
- r. 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.

Use of Church Facilities - Regulations, Terms & Policy (3 of 3)

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

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.

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.