

**Building Use Application**  
*Gainesville Presbyterian Church*

Organization: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 address: \_\_\_\_\_ email: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Event Date &amp; Time</b>
_____
_____
_____
_____
_____

<b>Event Description</b>
_____
_____
_____
_____
_____

Number of Participants: \_\_\_\_\_ Maximum Number of attendees: \_\_\_\_\_

Welcome to Gainesville Presbyterian Church! Thank you for considering using our church facilities for the location of your event.

The mission of our church is to glorify God and to further the work of His church in advancing His kingdom in this world. We seek to use our church facilities in such ways that honor our commitment to His purpose. The following guidelines enable GPC and all renters of our facilities to be good stewards of the facilities with which God has blessed us.

Check the box (or boxes) below in the left column to describe your affiliation with Gainesville Presbyterian Church:

<b>Check appropriate box(boxes)</b>	<b>Ministry Events</b>
	GPC-associated ministry
	GPC member-sponsored ministry/group
	Non-GPC-affiliated ministry
	<b>Community Events</b>
	GPC-associated event
	GPC member-associated event
	GPC member wedding
	Memorial service (GPC member or non-member)
	Non-GPC-affiliated event
	Wedding of non-GPC individuals
	Events by non-GPC individuals

- *Events that GPC deems to contradict our mission and vision will not be approved.*
- *Application needs to be submitted to GPC prior to the 2<sup>nd</sup> Wednesday of the month. Include as much information as possible, as deacons may call the point of contact if additional information is needed or deny the request.*

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**Facilities needed & Fee Schedule**

Use the information below to help identify facilities needs and to calculate your event deposit and fees.

Check those needed	Rooms	Hourly Fee
	Downstairs Classroom ( <i>max 30 people</i> )	\$15 & \$10 each additional hour
	Sanctuary	Ranges from \$25 (and \$15 each additional hour) up to \$250 (and \$25 each additional hour), to be determined after the completed application has been submitted
	Sanctuary & any classrooms/nursery typically for several hours duration	\$250 & \$15 each additional hour
	Kitchen – refrigerators, stove/oven, microwave (very limited cookware)	\$50 & \$15 each additional hour
<b>Extra fees</b>		
	Assessment if the event requires a GPC audio or computer/projector person on site	\$30 each hour or portion thereof per person
	Piano moving and retuning	\$125
	Late cleanup fees (clean & reorganize sanctuary and other rooms) may apply	\$200

- Reservations are tentative until security deposits are received...checks should be made out to Gainesville Presbyterian Church.*
- Security deposits may be required, depending upon size of event.*
- Security deposits and fees are due within 2 weeks of the event's approval.*
- Security deposits will be refunded within 8 weeks following the event given that the renter and GPC deacons agree there has been no damage/loss to the facilities (furnishings, electronics, etc.) and no unexpected costs for repair/replacement/cleaning or overtime for cleaning/repairs.*

**Limited Liability Insurance Acknowledgement**

The organizer/renter on behalf of any individual or organization seeking to use our facilities hereby acknowledges that Gainesville Presbyterian Church requests they obtain limited liability insurance for their specific event, for the purpose of protecting them in the event of an unfortunate injury or damage to guests.

I hereby acknowledge that Gainesville Presbyterian Church requests I obtain limited liability insurance for:

\_\_\_\_\_ (name of event)

scheduled for \_\_\_\_\_ (date of event)

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date of Signature

<p>Hutton &amp; Payne            98 Alexandria Pike            Warrenton, VA, 20186            504-347-2511</p>
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There are many different insurance agents from whom the renter may choose limited liability insurance; we offer the name and address of our own agent (*in the box to the right*) as one option.

Return this application to the Gainesville Presbyterian Church secretary via either:

**Email:** [sec@gpcweb.org](mailto:sec@gpcweb.org)

**Postal Mail:** Secretary  
 Gainesville Presbyterian Church  
 16127 Lee Highway  
 Gainesville, VA 20155