

GALILEE CHURCH FACILITIES USE & Requirements

2019

RENEWING YOU
RENEWING THE CITY
RENEWING THE WORLD

1. Use of the facilities of Galilee Church should be consistent with the Church's Vision and Mission.
2. Non-church use of facilities must not conflict with higher priority Church events, may not be scheduled more than two months in advance, and may be cancelled or changed if higher priority Church events arise.
3. A Church member must sponsor all groups or events that use Galilee's facilities. The member will be responsible for the appropriate use of the Church facilities, especially regarding keys and security, and must be present at the event they are sponsoring.
4. The Business Administrator must approve all uses of Galilee's facilities.
5. Use of facilities will be limited to those areas assigned. Moving to different rooms is not permitted unless approved by the assigned Church staff representative.
6. A/V needs must be discussed with the Business Administrator in advance of the event, so that proper arrangements can be made with Church A/V personnel. Some A/V set-ups may require additional fees for the hiring of A/V personnel.
7. **Rooms should be left exactly as they are found: neat and clean; in good repair with all equipment, chairs, and/or tables returned as they were found.** NO TAPE IS EVER TO BE ATTACHED TO ANY OF THE WALLS OR DOORS OF THE CHURCH.
8. Use or possession of alcohol, drugs, tobacco or weapons is not permitted within or around Galilee's facilities.
9. Full meal service in Jordan Hall is not permitted as there are no kitchen facilities nearby. The only exception to this is "boxed" meals that can be thrown away entirely after eating. **Light** refreshments may be served with prior approval.
10. Be sure to include time in your request for set-up and tear-down for your event, since other events may be planned for the same day and conflicts can arise.
11. An evening sexton is typically available on Wednesday until 9:00pm and Thursday nights until 9:00pm to give groups access to the building and to insure the building is locked afterwards.
12. Church groups meeting during hours when a sexton is not available need to contact the Church Office in order to secure a code. Codes will only be good for the day of the event.
13. For non-Church events after normal working hours, the hiring of a Church Sexton is required.
14. ****For non-Church event, if coffee is served, ground coffee must be brought to the church ahead of the event with a label indicating the event name on the outside of the container. If it is a church meeting, coffee will be supplied. *No coffee is permitted in Jordan Hall or St. Andrew's.***

SIGNATURE AND INDEMNIFICATION

The above Galilee Church Facility Use Guidelines have been read and understood. By signing below, you agree to personally indemnify Galilee Church for any loss, damage or expense suffered by Galilee Church, or any of its employees or members, as a result of the exercise, whether by you, or any employee, agent or other third party, of rights granted under these Guidelines.

The undersigned and the organization which s/he represents agree to hold Galilee Church, its clergy, trustees, vestry, and staff and any person associated with Galilee Church harmless from any and all acts, causes of action, damage, lawsuits, or any liability whatsoever, resulting from applicant's use of Galilee Church facilities.

Signature: _____ Date: _____

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EVENT NAME: _____

Group Contact Name: _____

Phone Number: _____ E-mail address: _____

Dates Needed: _____

M T W TR F S SU

Today's Date: _____

SET UP

◆ Jordan Hall Tucker Hall Cove Other: _____

◆ Will food be served? Yes No (Please note any extensive food preparations in kitchen requires training ahead of time.)

◆ Is a sexton needed? Yes No **(no sexton Monday, Tuesday, Thursday and Friday nights). If a sexton is required those evenings a 2 week notice is required.** Kitchen needed? Yes No

◆ Is babysitting requested? Yes No (10 years and under) Approx. how many children: _____
(Church activity ONLY)

No. of people expected: _____ Start time: _____ End time: _____

How much additional setup time required? _____

EXTRAS

Chairs (Qty. needed) _____

Round tables (Qty. needed- 9 available) _____

6-foot table (Qty. needed) _____

Table set-up: (circle one)

Podium

Screen

Cordless Microphone

T.V.

VCR

DVD Player

Projector

Coffee pot (must bring own coffee; non-church event)

Church activity: no charge

Non-church activity: \$325.00

Non-church kitchen usage: \$325.00

each additional day \$300.00

Total amount: _____ **Date Paid:** _____

OFFICE USE ONLY

APPROVED BY: _____ Notes: _____

entered on church calendar _____

Lillie (babysitting needed) _____

Sexton _____ other: _____