

CHURCH SPACE RESERVATION

One Time Use Recurring Use

Requesting Committee/Member: _____

Event: _____ Group Size: _____

Day(s) of Week Requested: _____

Date(s)/Date Start-End (for recurring use): _____

Time Period Requested – Start: _____ End: _____

Point of Contact (Full name and all contact info required)

Alternate Point of Contact (Full name and all contact info required)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

The undersigned agrees to abide by all the rules for use (see reverse) and will enforce these same rules for all persons attending their event.

Requestor Signature: _____ Date Signed: _____

Facilities and Furnishings/Equipment Requested

- | | | | |
|---|--|---|--------------|
| <input type="checkbox"/> Nursery | # Hrs: _____ | <input type="checkbox"/> Fellowship Hall | # Hrs: _____ |
| <input type="checkbox"/> Classrooms / # of Rooms: _____ | # Hrs: _____ | <input type="checkbox"/> Sunday School Auditorium | # Hrs: _____ |
| <input type="checkbox"/> Parlor | # Hrs: _____ | <input type="checkbox"/> Olweiler Room [^] | # Hrs: _____ |
| <input type="checkbox"/> Conference Room | # Hrs: _____ | <input type="checkbox"/> Sanctuary [^] | # Hrs: _____ |
| <input type="checkbox"/> Kitchen Refreshments Only | # Hrs: _____ | <input type="checkbox"/> Kitchen (Food Preparation) § | # Hrs: _____ |
| <input type="checkbox"/> Other: | | | # Hrs: _____ |
| <input type="checkbox"/> Upright/Spinnet Piano | <input type="checkbox"/> § Grand Piano (Sanctuary) | <input type="checkbox"/> § Pipe Organ (Sanctuary) | |
| <input type="checkbox"/> Tables / Qty: _____ | <input type="checkbox"/> Chairs / Qty: _____ | <input type="checkbox"/> | |
| <input type="checkbox"/> Other (specify): _____ | | | |

[^] Denotes areas where food and drink are not to be consumed without prior approval

§ Denote a requirement with special coordination requirements and or evaluation (musical instruments) prior to approval for use

FOR CHURCH OFFICE USE

CHURCH CALENDAR CLEAR: CALENDAR CHECKED BY (INITIALS): DS

TRUSTEE CHAIRMAN SIGNATURE
PASTOR SIGNATURE

PURPOSE OF THIS FORM: This form is used by internal church organizations and members to identify all facilities and configurations requested to prevent scheduling conflicts and to ensure spaces are configured with all furnishings and equipment needed to support the activity.

NON-CHURCH ORGANIZATION USE WILL NOT BE REQUESTED WITH THIS FORM. The Application for church use by non-church persons will be used whenever outside organizations are being considered for approval as facility users.

Additionally the form is intended to ensure the user and the church understand what parts of the facility will be used, when the areas will be used, the rules for use and to check to be certain any special considerations such as Safe Serve or Safe Sanctuary associated with the activities are being addressed.

STIPULATIONS

User agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in church locale; Users will not engage in any activities in violation of such laws, ordinances, rules and regulations. Additional rules, requirements and regulations related to kitchen use will be made available to those users as an addendum to agreements that include kitchen use.

The facility and all equipment will be maintained in condition equal to that when found and thoroughly cleaned before departing.

RULES AND USE RESTRICTIONS

- **Safe Sanctuary:** Any activities at the church facilities that will place children or youth under age 18 in the care of persons other than their own parents or guardians, the User must comply with the Grace United Methodist Church of Lemoyne Safe Sanctuaries Policy for the prevention of child abuse.
- Fund raisers may not be conducted in the facilities or on the grounds without Church Council approval. These activities will be addressed on a case-by-case basis and approval will be expressed in writing and recorded in the Church Council minutes for the meeting when the approval is given.
- Users and guests will not engage in any activities in violation of civil laws, ordinances, rules and regulations
- No alcoholic beverages or "controlled substances" may be brought into or consumed on church property.
- Smoking is not permitted inside the public buildings or within 25 feet of the church Office entrance archway.
- The premises will be vacated by 9:00 pm or dusk (whichever is later) unless pre-approved by a Trustee representative.
- The facilities and property may not be altered in any way without the approval of the Board of Trustees.
- Equipment may not be removed from the building or grounds unless approved by the Board of Trustees.
- All items brought into the Church or onto the property will be removed at the conclusion of the approved user event.
- **Musical Instruments:** Requests to use of the Sanctuary piano, Sanctuary organ, spinet piano(s) and the audio system(s) will be specifically approved by the Board of Trustees. No person will use these items unless judged as qualified to do so.
- **Rearranging/Moving Items:** Under no circumstance will the Sanctuary piano, spinet piano, any audio equipment or religious fixtures be moved without coordination. Rearranging or repositioning these items will be accomplished by church personnel at the direction of the Board of Trustees.
- **Safe Serve:** All food preparation, with the exception of coffee/beverage preparation using the church owned equipment, will be specifically approved by the Board of Trustees prior to the user undertaking those activities. The purpose of the approval step is to ensure a trained person is identified and has agreed to be available to provide guidance during the time when food is being prepared and handled during the serving stage.
- All food that is brought into the facilities and food waste created will be removed the same day. Leaving or storing any food in the facility will be specifically approved by the Board of Trustees prior to the user undertaking those activities. No food will be left on the premises without the expressed and written consent of the Board of Trustees. Approval to store food will be addressed for each event and treated as a separate and distinct issue (e.g., food will not be stored as part of a normal activity, nor will storage of food be inferred to be included as part of the event simply because approval was given in the past for the same or similar events).