



# USE OF FACILITIES REQUEST

Name of Individual/Organization Requesting Use \_\_\_\_\_ Date of use \_\_\_\_\_

Type of Organization (circle one) Charitable/Non-Profit/For Profit Do you charge a fee for your event? Yes/No

**Rooms Requested:**

Chapel  Gathering Place (front)  Gathering Place (rear)  Kitchen  Other (approval needed)

Purpose of Use \_\_\_\_\_

Arrival Time \_\_\_\_\_  AM  PM Departure Time \_\_\_\_\_  AM  PM Number expected to attend event \_\_\_\_\_

Multimedia Requests (fee may be assessed) \_\_\_\_\_

Name of Responsible Person: \_\_\_\_\_ Are you a member of Graystone?  Yes  No

Address \_\_\_\_\_ Phone Number: \_\_\_\_\_

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## **General Guidelines and Requirements:**

1. For purposes of this policy, any reference to facilities includes reference to any property of the church.
2. All requests for usage of the church facilities are subject to approval.
3. Every group or organization is required to abide by all church guidelines, requirements and restrictions.
4. Those using Graystone facilities agree to use utmost care in the use of the facilities and agree to leave them in good, clean condition.
5. The church reserves the right to schedule activities and events in other parts of the facility.
6. Those using Graystone facilities agree to release, protect, defend, indemnify and hold harmless Graystone Presbyterian Church and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any Graystone Presbyterian Church facilities.
7. In the event of damage to the facilities, you understand that you shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church Elders or their designee and shall pay the church for such repair and replacement costs upon demand.
8. The transfer or passing on by any group or organization of permission to use church facilities to any other persons or organizations is strictly prohibited.
9. Those using church facilities must confine themselves to the areas provided for in their Use of Facilities Request and will not exceed the capacity limits of requested facility areas.
10. Users may not take tables and/or chairs, and/or other items, from other rooms and/or areas of the church facilities, unless prior arrangements have been made with the Facilities Manager.
11. The use of tobacco products, alcoholic beverages, illegal drugs, gambling and/or other unlawful activities including sexual harassment, is strictly prohibited on the church premises.
12. Each outside group or organization must furnish to Graystone Presbyterian Church a certificate of comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000 naming the church as an additional insured.
13. For events including children and youth adequate adult supervision must be provided at all times.
14. The Session reserves the right to cancel any reservations by groups from outside the church upon written notification.
15. Approval for facilities usage will not be granted for Sundays.
16. The facility is only available for usage from 8:00 a.m. to 10:00 p.m.

**Charges for Facilities used at Graystone Presbyterian Church:**

Room	Member Fee	Non-member Fee
<b>Chapel</b>	\$25.00	Not available
<b>Gathering Place</b> (Front)	\$40.00	\$120.00
<b>Gathering Place</b> (Rear)	\$25.00	\$80.00
<b>Kitchen</b>	\$25.00	\$75.00
<b>Other</b> (upon approval)	To be determined	Not available

The fee charged covers a 4-hour rental, hours beyond that may incur an additional charge. Additional charges may be rendered if services are needed, such as table linens, multimedia equipment and operators, or custodial time for set-up or clean-up.

Please read and sign below:

- I understand that all assessed charges must be paid two weeks prior to my approved usage.
- I understand that I am financially responsible for all facilities that are damaged during my time of use.
- I understand that groups using the kitchen must contact the Kitchen Manager to coordinate usage of the materials and the facilities. A Kitchen Manager fee may be billed accordingly.

**By signing below, I agree to abide by the General Guidelines and Requirements included in this form.**

Intending to legally bind: \_\_\_\_\_ (Group/Individual's Name)  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Approval	Yes	No	Certificate of Insurance Required	Approved By
Dates cleared by church office				
Facilities Elder			<input type="checkbox"/> YES <input type="checkbox"/> NO	

**Fee for Facilities Usage:**  No Charge  \$ \_\_\_\_\_

Usage Fee Received: \_\_\_\_\_ (date)

Certificate of Insurance Received: \_\_\_\_\_ (date)