



Session Approved: 6/25/13

ENJOYING GOD, BUILDING PEOPLE, ENGAGING THE WORLD, SENDING INTO MISSION

USE OF FACILITIES REQUEST

Graystone Presbyterian Church makes their facilities available to groups or organizations for meetings or other events, whenever possible.

Please complete the following information:

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 _____

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 (print): _____ Are you a member of Graystone? Yes No

Address _____ Phone Number: _____

General Guidelines and Requirements:

1. For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.
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 other restrictions regarding usage of the church facilities.
4. Users of the church facilities agree to use utmost care in the use of the church facilities and agree to leave the facilities in good, clean condition.
5. The church reserves the right to schedule other activities and events in other parts of the church facility.
6. Those using Graystone Presbyterian Church 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 church facilities, those using any church facility 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. Those using the Graystone Presbyterian Church have been provided copies of the church's "Sexual Misconduct Policy" and the "Child Safety Policy" and agree to conduct their activities in a manner consistent with these policies (see attached copies).
13. 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.
14. For events including children and youth adequate adult supervision must be provided at all times.
15. The Session reserves the right to cancel any reservations by groups from outside the church upon written notification to the group.

Charges for Facilities used at Graystone Presbyterian Church:

Group Size	Member Fee	Non-member Fee
5-20 persons	No Charge	\$30.00 per room
21-50 persons	\$15.00 per room	\$50.00 per room
51-100 persons	\$30.00 per room	\$70.00 per room
101-or more persons	\$45.00 per room	\$90.00 per room

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, etc

Please read and sign below:

- I understand that all assessed charges must be paid one week 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 will be billed accordingly.
- I have carefully read this Request, acknowledge receipt of the church's Policies regarding Child Safety and Sexual Misconduct, and agree, if approved, that our group will comply with the conditions and terms continued herein.

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

Signature: _____ Date: _____

Office Use Only

Dates cleared for use by church office: Yes No Approved by: _____ Date: _____

Approved for use by Facilities Elder: Yes No Approved by: _____ Date: _____

Certificate of Insurance Required: Yes No **Fee for Facilities Usage:** NoCharge \$ _____

Date Certificate of Insurance Received: _____

Usage Fee Received: Date _____