

Event Date \_\_\_\_\_

# Outside Group Request Form

Revised 6/2014

Today's Date \_\_\_\_\_

## Good Shepherd Presbyterian Church

User Group or Organization \_\_\_\_\_

Activity or Event \_\_\_\_\_

Space needed (You can list a preferred room or one will be assigned) \_\_\_\_\_

Person in charge (renter) \_\_\_\_\_ email \_\_\_\_\_

Phone numbers (daytime) \_\_\_\_\_ (other) \_\_\_\_\_

Address: (for deposit refund) \_\_\_\_\_

Event Time \_\_\_\_\_ until \_\_\_\_\_

Beginning time for set up \_\_\_\_\_ Time room will be emptied and cleaned \_\_\_\_\_

Number of people expected (can be a range) \_\_\_\_\_

The following chart shows the fees and charges for using various areas of the church property. No rental charge for setup and clean-up. Setup limited to two hours prior to event start time.

	Sanctuary	Fellowship Hall	The Lodge Student Building	CE Rooms (Matthew & Mark)	CE Bldg Church School Rooms
Room capacity	450	250	100	50	25 +/-
For Profit Individuals and Organizations	\$500 for 4 hours plus \$100 per additional hour	\$450 for 4 hours plus \$100 per additional hour	\$450 for 4 hours plus \$100 per additional hour	\$100 for 2 hours plus \$40 per additional hour	\$75 for 2 hours plus \$25 per additional hour
Non Profit Individuals and Organizations	\$400 for 4 hours plus \$50 per additional hour	\$250 for 4 hours plus \$50 per additional hour	\$100 for 4 hours plus \$50 per additional hour	\$75 for 2 hours plus \$25 per additional hour	\$50 for 2 hours plus \$25 per additional hour
Non-Profits sponsored by GSPC members or Friends	\$250 for 4 hours plus \$50 per additional hour	\$250 for 4 hours plus \$50 per additional hour	\$100 for 4 hours plus \$50 per additional hour	\$75 for 2 hours plus \$25 per additional hour	\$25 for 2 hours plus \$10 per additional hour
Personal use by GSPC members	\$125 for 2 hours plus \$25 per additional hour	\$100 for 4 hours plus \$25 per additional hour	\$100 for 4 hours plus \$25 per additional hour	\$40 for 2 hours plus \$15 per additional hour	\$15 for 2 hours plus \$10 per additional hour

- Groups not connected directly to Good Shepherd need to provide a Certificate of Insurance and must provide your own first aid.
- All rooms must be cleaned and furniture must be arranged the way you found it. All trash must be put in the dumpster.
- A Good Shepherd member must be present to Host for the church. This person is not a custodian and should not be expected to do cleanup and setup. He or she will work to resolve any problems or issues that may arise.
- Host must be present from setup to cleanup. The host fee is \$10.00 per hour and payable to the church.
- Payment in full is expected 30 days prior to date of event.
- Security and damage deposit of \$200 will be refunded after host completes an after-event inspection and condition of facility is in same or better condition than prior to the event.

\*\*\*\*\* Staff use below this line \*\*\*\*\*Confirmation dates\*\*\*\*\*

\_\_\_\_\_ Date Recorded on Google Calendar \_\_\_\_\_ Date emailed to Elder Moderator of B&P

\_\_\_\_\_ Date emailed to Renter \_\_\_\_\_ Date approved by B&P

\_\_\_\_\_ Date Security /Damage Deposit Received Amount of payment for deposit: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Ck #

\_\_\_\_\_ Date Security/Damage Deposit Refunded

## Outside Group Request Form (page 2)

### Rules and Information for all groups using Good Shepherd Facilities

**Clean up:** All groups using the church are expected to:

- leave the room in usable condition with the furniture put back the way it was found
- put trash in cans provided and take any trash to the dumpster before leaving
- wash and put away all dishes used

Please do not leave food sitting out in any room or in the kitchen.

All who use church buildings are expected to leave the buildings even better than they find them.

**Rules for use of Good Shepherd Presbyterian Church facilities:** Eligibility to use the facilities of the church shall be contingent on individuals abiding by these policies.

1. No request for reservation of space will be granted if it conflicts with or would prove distracting to another program or church activity. If accidental scheduling conflicts arise that cannot be worked out by the two groups, the church secretary or designee will work to resolve the issue.
2. The following items will not be brought onto church property at any time: weapons, alcohol, controlled substances, or any other item that would detract from a Christian atmosphere. The church has a no-smoking policy in all its buildings, as well as outside of the main door to the Christian Education building. Absolutely no food or drinks in the Sanctuary.
3. Groups that have requested and reserved a specific facility (i.e., the Fellowship Hall, Sanctuary, etc.) must confine their activities to the area reserved for their use.
4. Reservation of the Fellowship Hall for a function does not include use of the nurseries.
5. Groups MAY NOT COOK in the church kitchen. Groups may bring in snacks or food to serve at functions held in the Fellowship Hall.
6. Permission to use rooms does not include use of any supplies found in the rooms or kitchen, the use of equipment such as copiers, or the use of phones for long-distance calls.
7. Furniture should not be moved from one area of the church to another.

8. Host: Host refers to a representative of GSPC that must be present for the event from setup through cleanup. The Host will provide answers to questions and complete an after-event inspection with the renter to check for cleanliness and damages. The Host is not responsible to participate in any setup or cleanup. The Host is responsible for opening and closing the facility.

9. All lights must be turned off and doors locked before leaving the facility. Any borrowed keys shall be returned to the church secretary the next business day after the function.

**10. Children attending any function must be supervised at all times and are not to be allowed to wander through the buildings. Children may not be left on any part of the church property, including the playground, without direct adult supervision.**

11. Any damages to facilities or personal injuries should be reported to the church secretary by the latest of the next business day. Groups are responsible to replace or pay for the replacement of fixtures and furniture broken during their use of the church facilities.

\_\_\_\_\_  
Signature of Host

\_\_\_\_\_  
date

Note: Damage Deposit will not be refunded without this signature

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

\_\_\_\_\_  
date