



**Request for Use of Church Facilities and Equipment**  
**Other than wedding or funeral**  
*(Preferably submit at least three (3) months prior to requested date)*

**REQUIREMENTS FOR USE OF FACILITIES, EQUIPMENT AND SERVICES:**

- A \$100.00 non-refundable deposit and a Certificate of Liability in the amount of \$1million dollars- *contact your liability insurance company to provide this document.*
- The deposit and certificate of insurance are due within five days of approval to solidify your request. Checks are made payable to Grove Baptist Church and delivered to the Office of Administration.
- If you are a non-profit organization with 501(c) 3 status, please attached copies of this document.

**PLEASE PRINT:**

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Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ (a.m.) \_\_\_\_\_ (p.m.) Time needed to access/leave facility: \_\_\_\_\_  
Month /Day/Year

Event Name: \_\_\_\_\_ No. of People Expected: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Organization Requesting Use: \_\_\_\_\_ Non-Profit Organization  Yes  No

Contact Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street/Apt No. City State Zip Code

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Are you a member of Grove?** \_\_\_\_ Yes \_\_\_\_ No If no, name of Church where membership is held: \_\_\_\_\_

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**FACILITIES NEEDED AND DATE(S) FOR EACH**

\_\_\_\_\_ Sanctuary(S)                      \_\_\_\_\_ Fellowship Hall (FH)                      \_\_\_\_\_ Prayer Garden (PG)

\_\_\_\_\_ Back Parking Lot (BPL)                      \_\_\_\_\_ Front Parking lot (FPL)                      \_\_\_\_\_ Multipurpose Room (MR)

\_\_\_\_\_ Kitchen (non-cooking only) (K)                      \_\_\_\_\_ Multipurpose Center Room                      \_\_\_\_\_ Care Center Rm. \_\_\_\_\_

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**EQUIPMENT/SERVICES NEEDED**

**For each facility checked above (use facility initials)**

\_\_\_\_\_ Sexton/Custodian/Security (Required)                      \_\_\_\_\_ Sound System/Operator \* (Required for Sanctuary)

\_\_\_\_\_ Video Projection Operator                      \_\_\_\_\_ Musician                      \_\_\_\_\_ Chair(s)                      \_\_\_\_\_ Organ (Sanctuary Only)

\_\_\_\_\_ Piano (Sanctuary Only)                      \_\_\_\_\_ Table(s)                      \_\_\_\_\_ TV/VCR                      \_\_\_\_\_ Date Projector/Screen

\_\_\_\_\_ Sound Recording                      \_\_\_\_\_ Security (required for 200+ persons)



- Director of Security (if applicable)
- Director of Music Ministry/Musician (if applicable)
- Media Ministry  Christian Education (if applicable)



**GROVE BAPTIST CHURCH HOLD HARMLESS AGREEMENT- 501 (c) 3 STATUS USE**

**Facilities Use Agreement**

Pursuant to the request For Use of Facilities dated: \_\_\_\_\_ it is agreed that the (Organization) operates under a non-profit status during the duration of property use at Grove Baptist Church.

\_\_\_\_\_ may use the following rooms, facilities and equipment of GROVE BAPTIST CHURCH on the following terms and conditions:

1. Rooms, facilities and equipment: 5910 Arden Street, Portsmouth, Va 23703- Care Center Room 1.

Date(s) \_\_\_\_\_ thru \_\_\_\_\_ 2008

2. This agreement grants temporary use only, and does not create a tenancy. It may not be assigned to or used by any other organization or person. It may be revoked or cancelled by Grove Baptist Church without liability at any time for any reason.

4. The rooms, facilities and equipment will be left in as good or better condition following use. Licensee is responsible for all damages occasioned by Licensee's activities and/or use thereof regardless of the cause of such damages and shall pay GROVE BAPTIST CHURCH for the cost of all repairs or replacements thereto. 5. Licensee agrees not to violate any applicable laws, regulations or ordinances, and will pay any and all fines, penalties, taxes, and increased insurance premiums, if any, in any way arising out of such use. Licensee acknowledges that it is aware of the maximum lawful room capacities and will abide thereby. Licensee will not interfere with any other uses or activities of GROVE BAPTIST CHURCH. Licensee represents that it is licensed and legally authorized to conduct the event(s) contemplated. 6. There will be NO SMOKING in any part of the GROVE BAPTIST CHURCH building. The use of any alcoholic beverages on the GROVE BAPTIST CHURCH property or parking lot at any time is prohibited. The GROVE BAPTIST CHURCH property will not be used for any political purposes unless authorized by Administration. No device that produces flames, sparks, smoke or explosives may be used in or about GROVE BAPTIST CHURCH. Affixing any items to walls, tables, doors or any property of GROVE BAPTIST CHURCH is prohibited. Use of tape on any of the walls is prohibited. 7. Licensee agrees to conduct its activities and to supervise and control its participants in all ways consistent with the primary use of said facilities and to prevent any use or conduct which would interfere in any respect with the (religious) status and use of the GROVE BAPTIST CHURCH and its property. 8. Licensee agrees to defend, indemnify and hold harmless the GROVE BAPTIST CHURCH, its Boards, officers, members, clergy, staff, agents and volunteers from any and all claims, losses, costs, obligations and liabilities for injuries to any persons or for damages to or loss of property of any kind in any way arising out of licensee's use hereunder, whether or not arising from any alleged negligence, fault or legal liability of GROVE BAPTIST CHURCH or its Boards, officer, members, clergy, staff, agents or volunteers. 9. Licensee, as a condition of its use, shall deliver at least seven days prior to its use hereunder evidence of insurance that Licensee will be covered during the event(s) by a policy or policies of insurance providing at least: Comprehensive General Liability, minimum \$1,000,000. Combined single Limit for Bodily Injury and Property Damage, including Blanket Contractual Products Liability (if food is to be served at Licensee's event(s) and Workers' Compensation coverage (if applicable); and, if Licensee is a corporation. Written evidence of Licensee's status under I.R.C. 501 (C) (3); and such other items as may be required or requested by the church in connection herewith. 10. Licensee agrees and represents that this Agreement has been read and/or disseminated to its members prior to the execution hereof. 11. Please sign one copy of this letter and submit to the GROVE BAPTIST CHURCH Office to solidify this contract and confirm the date(s), hour(s), building(s) and equipment to be used negating all fees.

\_\_\_\_\_  
Minister of Administration, Grove Baptist Church

\_\_\_\_\_  
Date

\_\_\_\_\_  
Group Representative: *include name of organization and title*

\_\_\_\_\_  
Date

