



REQUEST FOR USE OF CHURCH FACILITIES AND EQUIPMENT FORM

(Preferably submit at least three (3) months prior to requested date) THIS FORM IS NOT TO BE USED FOR WEDDINGS OR FUNERALS.

Our facilities are here to honor God. Requests will be considered and activities which do not, in our opinion, meet that criteria will not be approved.

Fax requests to: (757) 673-0522 or contact Sis. Graves at (757) 967-9618. Email: rgraves@grovechurchva.com

5910 West Norfolk Road

Portsmouth, Va. 23703

Phone: (757) 484-4149 ext. 218

PLEASE PRINT:

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: _____

Email Address: _____ Do you plan to serve refreshments? Yes No Age Groups: _____

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

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. _____

Based on your event, circle what applies:

One Time Only:	Mon	Tues	Wed	Thu	Fri	Sat
Weekly:	Mon	Tues	Wed	Thu	Fri	Sat
Monthly:	Week: 1 2 3 4 5 Day: Mon Tues Wed Thu Fri Sat					
Start/End Date:	From: _____			To: _____		
Times:	From: _____ am/pm			To: _____		

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)

A meeting with applicable staff members may be necessary for logistics planning of large events (concerts, workshops, seminars etc).

ESTIMATED FEE REQUIREMENTS FOR USE OF FACILITIES, EQUIPMENT AND SERVICES:

The Estimated Use Fees (outlined below) are due a minimum of 5 days prior to the event and no event will be placed on the calendar until the Estimated Use Fees are paid in full. Advertising is not permitted until all items (Estimated Use Fees, Signed Contract, Hold Harmless Agreement and Certificate of Insurance (when applicable) have been received. The Additional amount due, if any, is due the first business day following the event. GBC reserves the right to cancel at any time prior to receiving the Estimated Use Fees, the Certificate of Insurance and the Hold Harmless Agreement.

The User understands the Estimated Use Fees are based on the times requested by the User. Actual fees will be determined by the actual time the facilities are utilized but in no case will be less than what is agreed upon in this contract. Actual time will be calculated by the church custodian on duty. If the USER cancels, GBC will refund the Estimated Use Fees, less the non-refundable reservation fee.

FACILITIES/EQUIPMENT/SERVICES	Non-Members	Members COST ²	Each addt'l hour	Add'l Due	OFFICE USE ONLY
Non-Refundable Reservation Fee Applied to all requests. Must be paid to schedule the event.	\$50.00	\$50.00	N/A		
Sanctuary	\$400.00 ¹	No Charge ²	\$80.00		
Fellowship Hall only	\$200.00 ¹	No Charge ²	\$40.00		
Multipurpose Room only or Care Center (circle one)	\$125.00 ¹	No Charge ²	\$25.00		
Prayer Garden only or small Conference Room	\$100.00	No Charge ²	\$20.00		
Kitchen Facility (<u>non-cooking use only</u>) only or per dressing area near the sanctuary	\$50.00	No Charge ²	\$10.00		
Minister	Love Gift (\$100 is customary)	Love Gift (\$100 is customary)	\$25.00		
Musician	\$100.00	\$100.00	\$25.00		
Certificate of Insurance	Required for all events	Required for events of 100 persons or more			
Security	\$25 per hour (required if more than 200 people)	\$25 per hour (required if more than 200 people)	\$25.00		
Sexton/Custodian	\$50.00 (each additional 2 hr. period) first 2 hrs. included in the room rental fee.	\$50.00 (each additional 2 hr. period) first 2 hrs. is included.	\$25.00		
Sound System Operator/ Projection Operator	\$50.00 per person (each 2 hr. period)	\$50.00 per person (each 2 hr. period)	\$25.00 per person		

¹ Custodial Staff: included for the first two hours of the event. If facilities are used in combination with another room, deduct \$100.00 from the total amount due.

² Member Stipulations: must be active according to GBC Department of Membership. Member must also be the sole contact for the event and responsible for all payments. Facilities must be used for personal use only. Non-member rates will apply for all other events (i.e. businesses, organizations, fundraisers etc.).

Hours Requested: _____
Total Due: _____
Total Paid: _____
Balance Due*: _____

- Certificate of Insurance Received
- Reservation Fee received
- Meeting Scheduled (if applicable)
- Logistics Contract Submitted and Signed
- Agreement Signed
- Estimated Fees Received

*Note that fees listed are estimated based on planning prior to your event. Actual fees will be applied as necessary for your event.

USER: _____ **Date:** _____
 Printed Name Signature
Authorizing Signature (Min. of Admin.): _____ **Date:** _____
Reviewed by: Sis. Renee E. Graves _____ **Date:** _____

Non Profit Use: Yes No

- Copy to:**
- Accounting Manager
 - Director of Facilities
 - Director of Christian Education
 - Director of Music Ministry/Musician
 - Director of Multi-Media and Technology
 - Director of Security

GROVE BAPTIST CHURCH AGREEMENT AND HOLD HARMLESS CLAUSE

Pursuant to the request For Use of Facilities dated: _____ (USER) is in agreement during the duration of property use at Grove Baptist Church (GBC). _____ may use the following rooms, _____ Date(s) _____ thru _____ 20____.

- 1. USER agrees to defend, indemnify and hold harmless the GBC, 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 USER's use hereunder, whether or not arising from any alleged negligence, fault or legal liability of GBC or its Boards, officer, members, clergy, staff, agents or volunteers.
2. This agreement grants temporary use only, and does not create a tenancy for the scheduled event. It may not be assigned to or used by any other organization or person. It may be revoked or cancelled by GBC without liability at any time for any reason. It may be revoked or cancelled by GBC without liability at any time if the balance in full as listed on the Facility Request Form is not submitted within five days of the event.
3. USER acknowledges that it will not have exclusive possession of all GBC facilities and agrees that it will conduct its activities so as not to interfere with activities carried on by GBC or any other party using GBC facilities.
4. GBC Sound Technicians are the only personnel permitted to operate the sound system and/or lights in the facilities. The USER is prohibited from bringing a system to interface the existing equipment and agrees not to attempt to use the equipment of GBC or cause it to be used.
5. The organ and piano are to be played only by a GBC organist, pianist or individual approved by the GBC Minister of Music.
6. USER agrees that if the name "Grove Baptist Church" or "Grove Church" is used on promotional materials, tickets or any marketing tools, there would be clear disassociation between GBC and the USER by the use of the following terms: "using the facilities of" or "held at the location of" The USER must submit a copy of all promotional materials or tickets to GBC for approval before printing. Additionally, the USER agrees no advertisement shall commence until Estimated Use Fees, the Certificate of Insurance (where applicable) and the Hold Harmless Agreement are received by GBC. All printed material shall include the following clause: Grove Baptist Church is being used as a rental facility only and is not associated with this event in any way and cannot provide any information or details. Contact the numbers listed and not Grove Baptist Church for additional information.
7. The rooms, facilities and equipment will be left in as good or better condition following use. USER is responsible for all damages occasioned by USER's activities and/or use thereof regardless of the cause of such damages and shall pay GBC for the cost of all repairs or replacements thereto.
8. USER 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. USER acknowledges that it is aware of the maximum lawful room capacities and will abide thereby.
9. USER represents that it is licensed and legally authorized to conduct the event(s) contemplated.
10. There will be NO SMOKING in any part of the GBC building. The use of any alcoholic beverages on the GBC property or parking lot at any time is prohibited. The GBC 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 GBC. Affixing any items to walls, tables, doors or any property of GBC is prohibited. Use of tape on any of the walls is prohibited.
11. USER 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 GBC and its property.
12. Where applicable, USER, as a condition of its use, shall deliver at least seven days prior to its use hereunder evidence of insurance that USER will be covered during the event(s) by a policy or policies of insurance naming GBC has insured providing: Comprehensive General Liability of 1,000,000,000.00 . Combined single Limit for Bodily Injury and Property Damage, including Blanket Contractual Products Liability (if food is to be served at USER's event(s) and Workers' Compensation coverage (if applicable); and, if USER is a corporation. Written evidence of USER'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.
13. USER agrees and represents that this Agreement has been read and/or disseminated to its members prior to the execution hereof.

Please sign this agreement and submit to GBC Office of Administration. This agreement must be submitted with the Facilities Request Form, the Estimated Fees form, the Certificate of Liability and payment in full to solidify this contract.

_____ Date
Minister of Administration, Grove Baptist Church

_____ Date
USER (include name of organization and title where applicable)