

# application

## for use of Rose Hill Presbyterian Church facilities

### For Activities Not Related To The Church

We at Rose Hill Presbyterian Church believe that the buildings, facilities, and grounds belong to God, and may be used by Him for His divine purpose beyond our own church activities. So that we might be able to plan adequately and prevent conflicts of interest, only non-profit organizations or activities will be considered and we ask that you fill out this application and, if the facilities are used, observe the attached rules and regulations. The Building and Grounds Committee will respond to this application within two weeks for your planning as well.

Please Note: We reserve the right to cancel your program date/time at any time before or during your event due to the unforeseen event of a church funeral. This conflict of events has not happened very often and we will try our best to accommodate your program to both of our satisfactions.

#### I. NAME

Name of applicant or organization: \_\_\_\_\_

Non-Profit IRS ID # \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Name of person in charge: \_\_\_\_\_

Address of person in charge: \_\_\_\_\_

E-mail: \_\_\_\_\_ (used only for questions or to inform you of approval)

Person(s) in charge who will be in attendance:

Name \_\_\_\_\_ Phone \_\_\_\_\_

#### II. FACILITIES REQUESTED

Specific Facilities Requested: \_\_\_\_\_

(Bus Barn Classroom, Social Hall/Gym, Library, Sanctuary)

Are the kitchen facilities requested? YES \_\_\_\_\_ NO \_\_\_\_\_

Approximate number of people to expect: \_\_\_\_\_

#### III. DATE and TIME

Date(s) requested facilities will be used including time required for set-up and break-down of event  
(You will be responsible for the setting-up and breaking-down of your event).

Date(s): \_\_\_\_\_

Day(s) of Week \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

Alternate date(s) \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

#### IV. PURPOSE

What is the nature and purpose of meeting? \_\_\_\_\_

Name of Lecturer(s) \_\_\_\_\_ Subject of Lecturer \_\_\_\_\_

V. REHEARSALS

Will you require church facilities for rehearsal? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, state: Date \_\_\_\_\_ Hours \_\_\_\_\_ Number of Participants \_\_\_\_\_

What specific facilities are desired? \_\_\_\_\_

VI. MISCELLANEOUS

What type of supervision will be provided? \_\_\_\_\_

Will there be an admission, collection or funds solicited? YES \_\_\_\_\_ NO \_\_\_\_\_

For what purpose will proceeds be used? \_\_\_\_\_

VII. CHARGES

The church does not rent the facilities but there may be charges such as a fee for janitorial services and a damage deposit. Donations are always accepted.

VIII. AGREEMENT

The undersigned hereby makes application for use of the church facilities described above and certifies that the information given in the application is correct. The undersigned further agrees that the applicant will observe all the listed rules and regulations, a copy of which is attached. The applicant agrees to exercise the utmost care in the use of the church premises and property and to leave them in a neat and tidy manner. The applicant agrees to indemnify and hold the Rose Hill Presbyterian Church, its pastors, employees, Session (governing board) and members, harmless against all liability resulting from the use of said facilities and campus. The applicant further agrees to reimburse the Rose Hill Presbyterian Church for any damage arising from the applicant's use of said facilities. (The applicant or his agent has examined and inspected the facilities, premises, equipment and furnishings for defects and finds them fit and safe for the purpose stated in Paragraph IV above.) The listed Rules and Regulations are a part of this agreement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of organization

By \_\_\_\_\_

(Authorized Representative)

(Title)

If not approved, check here.

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APPROVAL

Application approved \_\_\_\_\_

Chairman of Building and Grounds

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

Charges (if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Rules & Regulations

For Use Of The Rose Hill Presbyterian Church

**Keep This Page**

1. Applications for use of building and grounds facilities by non-church sponsored groups must be approved by the Building and Grounds Committee and filed with the church office prior to the date for which the facility is to be used.
2. Approval will not be granted for any meeting which may in any way be detrimental to the sacred nature and divinely commissioned use of the building.
3. The sanctuary is off limits except as specifically requested and approved, and shall be used only in a reverent and orderly fashion. No activity of a secular nature shall be allowed in the sanctuary.
4. Satisfactory sponsorship and adequate adult supervision must be provided. The minimum is two adults, more may be required.
5. The use of kitchen facilities requires that a knowledgeable representative of the Kitchen Committee be present or proper training be given. A charge may be made for this purpose.
6. Alcoholic beverages (except for communion wine when served along with the choice of grape juice) are not allowed on the premises, and there will be no smoking in the buildings.
7. Please use existing cork boards to hang any materials and or decorations.
8. Destructive conduct, betting, or other forms of gambling will not be permitted on church premises.
9. Applicants are required to remove - at their expense - materials, equipment, furnishings, or rubbish left after use of church facilities.
10. Facilities used shall be limited to those portions of the building specified on the application.
11. Admission shall not be charged. If an offering is taken, the applicant will be prepared upon request to submit a financial statement of revenue and expenses to the Building and Grounds Committee.
12. Applications will not be considered for more than one year of use. Approved applications for the use of church facilities will be revocable and will not be considered as a lease. Due to some unplanned church programs that might occur, we reserve the right to have our church programs take precedence over your use at any time.
13. The organization will pay all breakage and damage to the building. Applicant must leave premises in a neat and tidy condition.
14. The applicant must exercise the utmost care in the use of church premises.
15. The applicant agrees to indemnify and hold harmless the Pastors, employees, Session (its governing board) and members of the Rose Hill Presbyterian Church against all liability, loss or damage from any cause whatever, including, but not necessarily limited to, negligence (active or passive) of the Rose Hill Presbyterian Church, its Pastors, employees, Session and members arising from the use of the facilities, or activities in and about the same, by applicant or his/her representatives or invitees.
16. A fee may be set by Session to cover the cost of utilities and other expenses involved in the use of the building.
17. All activities may start at 9:00AM and must be concluded by 10:00PM unless special arrangements have been made for the activity to go beyond that time.

\*Note: No smoking is allowed in the church buildings at any time.