

# renewal application

## for use of Rose Hill Presbyterian Church facilities

We are glad to share our facility with your group. So that we might be able to plan adequately and keep our files up-to-date, we ask that you fill out this renewal application. If changes should occur between renewals, please contact us to let us know. Thank you!

### I. NAME

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

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

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

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

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

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

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

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

Keyholder(s) (if any): \_\_\_\_\_ Phone \_\_\_\_\_

### II. FACILITIES REQUESTED

Facilities In Use: \_\_\_\_\_ Are the kitchen facilities requested? YES \_\_\_\_\_ NO \_\_\_\_\_

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

### III. DATE and TIME

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

We meet: Weekly Monthly Other \_\_\_\_\_

### IV. PURPOSE

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

### V. 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? \_\_\_\_\_

### 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.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### APPROVAL

Application approved \_\_\_\_\_ Date: \_\_\_\_\_

Chairman of Building and Grounds

# 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.