

application

for use of Rose Hill Presbyterian Church facilities

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 Director of Facilities 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 # _____ Renewal for continuing use

You will be required to provide a Certificate of Insurance or prove that Rose Hill Presbyterian Church has been added to your policy as a named insured within 30 days if your application is approved.

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. DATE and TIME

Date(s) and time(s) requested for facilities needs to include time required for set-up and clean-up of the 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 _____

III. FACILITIES/EQUIPMENT REQUESTED

Specify All Facilities Requested: _____

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

Are the kitchen facilities requested? YES _____ NO _____

(RHPC does not provide use of kitchen items such as table service, linens, paper goods, cookware.)

Approximate number of people to attend: _____

Equipment Requested _____ (Flat Screen TV/DVD, Sound Room Computer, Microphones, etc.) A/V may result in a fee for a Rose Hill Technician.

IV. PURPOSE

What is the nature and purpose of the event? _____
Name of Lecturer(s) _____ Subject of Lecturer(s) _____

V. REHEARSALS

Will you require church facilities for rehearsal? YES _____ NO _____
If so, state: Date _____ Hours _____ Number of Participants _____
What specific facilities are desired? _____
If rehearsals also are being used as a time to set-up and/or decorate, all rooms involved will need to be reserved for rehearsal as well as for event date and time.

VI. MISCELLANEOUS

All events must comply with the Rose Hill Presbyterian Church Supervision of Children rules (attached).
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 fees for janitorial services and/or a damage deposit. Donations are always accepted. A/V use will incur a fee for each item per event.

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 purposes being requested). The listed **Rules and Regulations** and Rose Hill Presbyterian Church Supervision of Children Rules are a part of this agreement.

Date Name of organization
By _____
(Authorized Representative) (Title)

APPROVALS

Application approved _____ Date _____
Director of Facilities

If not approved, check here.

Charges (if applicable): _____

Finance Approval (if Charges are applied): _____
Director of Finance

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 Director of Facilities and Director of Finance and filed with the church office at least 3 days 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 or painters' tape to hang materials or decorations - damages may be assessed.
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. If an offering or donation is taken, the applicant will be prepared upon request to submit a financial statement of revenue and expenses to the Director of Finance.
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 to cover the cost of utilities and other expenses involved in the use of the facilities.
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. Please conduct your activity within your granted time.

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