

REQUEST TO USE THE FACILITIES OF  
GRACE UNITED METHODIST CHURCH, WARREN, PA  
501 Pennsylvania Avenue East, Warren, PA 16365 814-723-9440

Name of Person(s) or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Purpose: \_\_\_\_\_

Room Requested: \_\_\_\_\_

Date(s) to be Used **-FORM MUST BE RENEWED ANNUALLY:** \_\_\_\_\_

Hours to be Used: \_\_\_\_\_ Approximate Number of People: \_\_\_\_\_

**Room Set-up:** \_\_\_\_\_  
(In Higginbotham Hall: Round tables – seats 6 comfortably, long 8’ tables – seats 8 comfortably. Long tables also often used for food/gifts/etc...)

*Please read the rules below and sign and date the agreement:*

\*\*\*\*\***YOU MAY NOT USE ANY SPACE OTHER THAN THAT LISTED ON THIS FORM** \*\*\*\*\*  
\*\*\*\*\***YOU MUST REMAIN IN THE SPACE YOU HAVE RESERVED**\*\*\*\*\*

- I/We understand that the use of **tobacco products, alcoholic beverages, illegal drugs and games of chance are not permitted anywhere in or on the Church premises** and are reason for immediate expulsion.
- I/We understand that improper **behavior or foul language will not be tolerated on church property.**
- I/We understand that there **must be a responsible adult in attendance during the use of the facilities.** This person will be responsible in making sure all rules are being followed. **They are to make sure no areas other than those requested and approved of will be used.** They must also make sure the facilities are left in the same condition in which they were found.
- I/We understand that **no church items** such as kitchen roasters, small appliances, dishes, pans, etc. be removed from the church premises.
- I/We understand that **non-members must pay a donation fee to the church office to use the facilities. There is no charge to Church members. Prices are as follows:**

Higginbotham Hall - \$75.00      Sanctuary - \$20.00      Gymnasium - \$20.00  
*\*Above fees do not apply to weddings - Please refer to the Wedding Packet for wedding fees.*

***Rooms are to be left cleaned and returned to their original order.  
All rules listed on our Request to Use Form must be followed.***

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

# GRACE UNITED METHODIST CHURCH FACILITY USE POLICY

## **Scope and Purpose:**

This policy is intended to specify the conditions of use to outside groups who desire to use the facilities of Grace United Methodist church at 501 Pennsylvania Avenue East, Warren, PA. It incorporates social principles and the Church's expected behavior as well as the responsibilities of those being granted permission to use our facilities. *Failure to comply with these conditions will be cause for denial of future use requests.* All requests for use and scheduling will be at the sole discretion of the Church. Any conflicting events will be resolved by the Church.

## **General Guidelines:**

The following activities or behavior will not be tolerated throughout the Church and its grounds:

- Use of alcohol, tobacco products or illegal drugs
- Improper behavior or foul language
- Gambling, games of chance or raffles
- Removal of Church property for personal use without written authorization
- Use of areas other than those requested and approved through Building Use Form
- Fundraising events held by outside groups/organizations

*Any group or event that is not sponsored by this Church - or as part of its ministry - will be considered an "outside group" regardless of the presence of church members within the group.*

## **Registration:**

Any group using the facilities must have a *Request to Use Form* completed through the church office that includes the name of the group, responsible person with contact information, the area of use defined and the date and time of event(s) scheduled. Groups using the facilities on a regularly scheduled basis may need only one form on file as long as pertinent information is included and updated annually.