

Gilbert Presbyterian Church Facility Rentals

January 1, 2022



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1. Our Facilities

Gilbert Presbyterian Church is located at 235 E Guadalupe Road. Situated on the Southeast corner of Guadalupe Road and Palm Street in Gilbert Arizona. The Sanctuary and the Palmer Center are available for meetings, classes, weddings, funerals, memorial services, recitals and other ceremonies.

We are delighted that you are considering our facilities for your sacred event, rite of passage, recital, class, meeting, or party. We have significant experience in hosting a wide range of events and look forward to helping you as you plan yours.

We encourage you to schedule a tour of our buildings and grounds if that is convenient. To do so please call our office at 480-892-6753 or send an email to azgpcoffice@gmail.com and we will respond promptly.

1.1 Sanctuary Building



Sanctuary

The sanctuary seats 120 people. Up to 170 people can be accommodated if the church's overflow seating area is opened up. Restrooms are conveniently located off the Narthex.





Kitchenette

Adjacent to the overflow area in the Sanctuary is a well-equipped kitchenette for serving pre-cooked food and drinks for all occasions. The kitchen includes a stove and oven, microwave, double sink, ample countertop space, coffee makers, pots and pans, and cooking utensils.



1.2 The Palmer Center

The Palmer Center, built in 2000, is on the east side of the church campus. The Center includes Falkenstine Hall, The Chapel, Music room, and a nursery. There is also a fully equipped kitchen, plus an accessible restroom and an outdoor patio. Rooms may be rented individually.



Falkenstine Hall

This large function room can accommodate 120 personnel in auditorium type seating or 80 personnel at tables. The space is a perfect venue for wedding receptions, celebrations, family reunions, birthday parties, and business functions. It is also available for exercise, yoga, and dance classes. Many factors influence the seating capacity such as space for a stage, a platform or for a food service area.



Kitchen

Adjacent to Falkenstine Hall is a well-equipped kitchen for serving pre-cooked food and drinks for all occasions. The kitchen includes a stove and oven for warming food items, a commercial-grade dishwasher, double sink, microwave, ample countertop space, coffee makers, pots and pans, and cooking utensils.



Meeting Rooms and Breakout Rooms

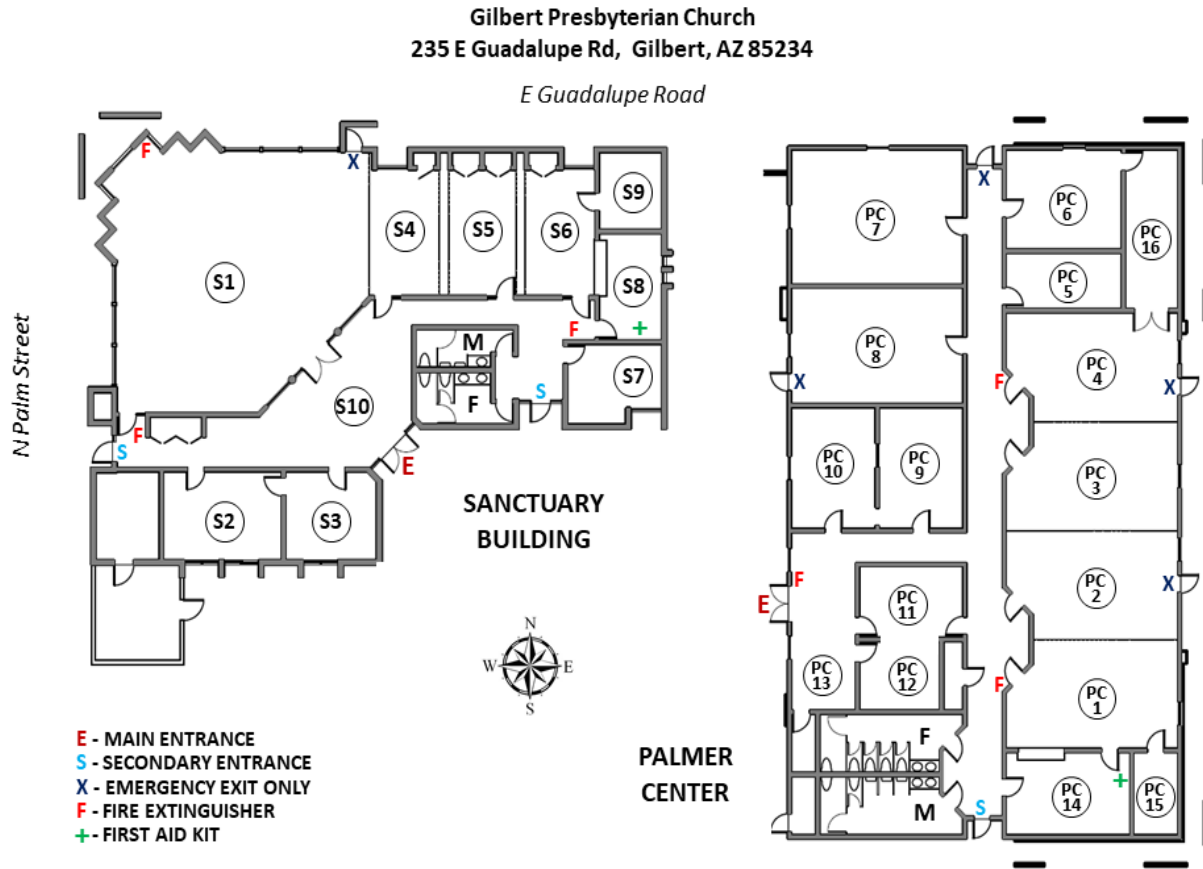
There are also meeting rooms, breakout rooms and a nursery available for rent in the Palmer Center.



Nursery Rooms



2. Floor plans of the Church and the Palmer Center



- S-1 Sanctuary Seating
- S-3 Staging Area
- S-4,5,6 Overflow Seating
- S-8 Kitchenette
- S-10 Narthex/Entrance

- PC-1,2,3,4 Falkenstine Hall
- PC-6,7 Meeting Rooms
- PC-9,10 Nursery Rooms
- PC-14 Kitchen

3. Renting Our Facilities

Those wishing to use our facilities are strongly encouraged to make reservations in a timely manner to best ensure availability on your preferred date(s). Rental of Gilbert Presbyterian Church facilities is initiated by application and must be approved by our governing board. We encourage you to schedule a tour of our buildings and grounds if that is convenient. To do so please call our administrative office at 480-892-6753 or send an email to azgpcoffice@gmail.com and we will respond promptly. We can assist you in finding the perfect space in our facilities for your sacred event, rite of passage, class, meeting, or party. We will also provide information on what the various pricing options are based upon the event you have in mind.

Renter Checklist for Reservations

1. Call our administrative office at 480-892-6753 or send an email to azgpcoffice@gmail.com to check date/space(s) availability. Event will be tentatively placed on the Church calendar for 30 days.
2. To confirm your date and reservation, complete the appropriate Facilities Reservation Request form located in one of the following chapters of this booklet:

Section 4 - Meetings, classes, special events: Individual / Organization

Section 5 - Weddings: Wedding Service

Section 6 - Memorial Services/Funerals: Memorial / Funeral Service)
3. Submit the completed request to azgpcoffice@gmail.com for approval.
4. Upon approval by the GPC governing board, complete the GPC Facility Use Agreement and return it to GPC for review and final signature. All documents to be completed by USER are contained in Section 7 of this brochure.

4. Individual / Organizational Events

Welcome

Gilbert Presbyterian Church is pleased to offer to individuals and organizations the use of its facilities to conduct your meetings, classes, recitals, ceremonial gatherings and other events. We have rooms available to serve your many needs. The Palmer Center can accommodate up to 80 people at tables and 120 using aisle seating. Smaller meeting rooms and break out rooms are also available for your special needs. The Sanctuary Building also has a conference area which will accommodate 50 people using aisle seating. To schedule a tour of our buildings and grounds please call our administrative office at 480-892-6753 or send an email to azgpcoffice@gmail.com and we will respond promptly to help you to find the perfect space in our facilities for your particular event.

Reservations

To reserve a space at our facility please call our administrative office at 480-892-6753 or send an email to azgpcoffice@gmail.com to check date/space(s) availability. Your event will be tentatively placed on the Church calendar for 30 days.

Complete the attached Facility Reservation Request form for Individual/Organization's and submit it to azgpcoffice@gmail.com for approval. Upon approval by the GPC governing board, complete the GPC Facility Use Agreement contained in the Appendix of this brochure and return it to the GPC administration office for review and final signature

Fees

We will provide information on what the various pricing options are based upon the event you have in mind. Fees are based on the number of room(s) requested and the number of days requested each month. Our contract year runs from January through December with renewals required for each succeeding year,

USERS under an annual contract shall be invoiced for payment at the beginning of each month.

One-time USERS shall be invoiced a minimum of two weeks prior to the scheduled event.

Payments.

Invoices are typically sent out at the beginning of each month. All USERS shall be invoiced monthly for the amount stated in their agreement whether the facility is used or not.

Cancellation and Refunds

USER shall give the church written notice of their intent to vacate the facility if they wish to depart before the end of the contract period. A one-month charge will be required to leave before the end of the contract period.

Acknowledgement of Use Policies

All renters are responsible for adhering to the GPC Facility Use Agreement, Policy and Guidelines. Signing the Facilities Use Agreement is considered acknowledgement and acceptance of renter's responsibilities.

Gilbert Presbyterian Church
Facility Reservation Request
Individual / Organization

Date: _____

To: Session of Gilbert Presbyterian Church

Contracting Individual or Organization (USER)

Requestor's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ + _____

Phone #: Cell: _____ Home: _____ Business: _____

Email: _____

If this rental is for an organization, please provide the organization's name and address above:

Organization's office holders and leaders (along with contact information):

Organization's purpose and mission:

Organization Web Site: _____

Affiliation:

Please check whether you are a:

- Church Member Church-Sponsored Ministry
 Non-Member Non-Member Group / Organization
 Other (Describe) _____

Approximate number of people who will be participating:

Adults: _____ Youth (18 and under): _____

It is requested by the above person or organization that the following church facilities be made available on the dates and times and for the purposes specified below. It is understood and agreed between the above USER and Gilbert Presbyterian Church (GPC) that Gilbert Presbyterian Church (GPC) will be held harmless from all liabilities and claims of liability for personal injury or property damage arising out of USER's use of or activities at Gilbert Presbyterian Church's facilities under the Use Agreement, regardless the source or cause of such injury or damage, unless solely and exclusively the fault of Gilbert Presbyterian Church, and further USER agrees to defend and indemnify Gilbert Presbyterian Church from all liabilities for injury or damage or claims of such arising from or related to the Use Agreement, unless solely and exclusively the fault of Gilbert Presbyterian Church. The parties understand and agree that unless an injury or damage is solely and exclusively the fault of Gilbert Presbyterian Church, the USER will be solely and exclusively responsible for all personal injury or property damage arising out of any use of Gilbert Presbyterian Church's facilities under the Use Agreement. In addition, the USER shall provide proof of current liability insurance with a minimum coverage of One Million Dollars per Occurrence before the first use of Gilbert Presbyterian Church's facilities per the Gilbert Presbyterian Church Facility Use Policy. By executing the Use Agreement, USER acknowledges its agreement to comply with these Facility Use Guidelines.

Describe activities the rental space is to be used for:

Date (s) requested: Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Rooms requested:

Church:

___ S-1 / S10 / S-4 ___ S-5 / S-6 ___ S-8 Kitchen

Palmer Center:

___ PC- 1 ___ PC-2 ___ PC-3 ___ PC-4 ___ PC- 6
___ PC-7 ___ PC-8 ___ PC-9/10 ___ PC-11 /12 ___ PC-14 Kitchen

Church Campus Grounds: _____

Fees: Rental: _____ Staff: _____

Security Deposit: _____ Other: _____

Remarks: _____

Important:

Your security deposit and this form, along with the Gilbert Presbyterian Church Facility Use Agreement, are required for confirmation of your reservation.

I have read the *Gilbert Presbyterian Church Facilities Use Agreement, Facility Use Policy and Facility Use Guidelines* and understand the rules set forth within, and agree to abide by them:

Requestor:

Signed: _____ **Date:** _____

Session/Church Action:

() Approved () Disapproved Date: _____

Organization notified by: () phone () letter () in person () email

Date notified: _____ Individual Notified: _____ Notified By: _____

Date Liability insurance certificate received: _____

5. Weddings

Planning Your Wedding

We are delighted to share our beautiful sanctuary for your special event. We welcome both members and non-members of the church to exchange vows of commitment here. Our facilities can accommodate both your wedding ceremony and your celebration reception. The sanctuary can comfortably seat up to 120 guests in pews. 170 if the overflow area is included. The Palmer center is available for a reception following the wedding. It can comfortably provide seating for 80 guests with tables and chairs set up.

Please familiarize yourself with our facilities and amenities, as well as our guidelines and requirements for use. These are provided in Section 7 of this document. We encourage you to arrange a tour of our lovely church facility and the Palmer Center. To do so please call our administrative office at 480-892-6753 or send an email to azgpcoffice@gmail.com and we will respond promptly.

Meeting with the Pastor

Weddings at Gilbert Presbyterian Church are conducted by the GPC Pastor. Any change to this shall require the approval of the GPC Pastor. Please make an appointment via email to azgpcoffice@gmail.com or by telephone at 480-892-6753 to meet with our Pastor early in your planning process.

Rental of the Sanctuary building includes:

1. The Sanctuary, Overflow and Narthex
2. Kitchenette (at back of the Overflow area, perfect for light refreshments and coffee)
3. Dressing/changing area.
4. Piano/Organ
5. Professional sound system*
6. Live streaming of ceremony - Public or Private viewing*

- Tech support required

Rental of the Palmer Center includes:

1. Falkenstine Hall
2. Kitchen
3. Dressing/Changing area
4. Chapel for meditation
5. Piano
6. Professional sound system*
7. Live streaming of ceremony - Public or Private viewing*

- Tech support required

Important Guidelines

1. Decorations may be affixed to pews only as approved by the Church Coordinator. If you want to keep decorations or flowers after the ceremony, please arrange to have them removed before we lock the building.
2. Throwing rice or confetti is not permitted anywhere on church property. (Consider bubbles or birdseed instead.)
3. The Church is an alcohol-free facility. Smoking is only permitted in designated outside locations.
4. Assigning people to perform specific functions will help your ceremony go smoothly. Guest book attendant e.g. candle lighters (unity candles are not provided), ushers, printed programs, someone assigned to move flowers to the reception and gather up decorations, etc. (These tasks are not provided by church personnel.)

Personnel Substitutes

The Church assumes that you will use our Pastor and Music Director for your ceremony unless other plans are made and approved by the Pastor and Music Director. Please note that the Music Director is entitled to request their customary fee even if you choose to use another musician.

Marriage License

A valid marriage license issued by the Clerk of a town or city in Arizona must be given to the Pastor prior to the wedding rehearsal.

Fees

1. The facility rental fees and the professional staff fees are separate.
2. Facility rental rates are in four-hour blocks. Additional per-hour fees apply beyond the designated block. Fees apply from time of entrance until the time that cleanup is complete.

Facility Fees:

1. Use of the main Sanctuary Building for up to two hours for rehearsal the day before, and four hours the day of your ceremony are included in the Facility rental Fees
2. Separate private spaces for the various parties to change clothes and relax prior to the ceremony are also included in the facility Fees.

Staff Fees:

The Wedding Ceremony Personnel Fees are determined based on the USER'S request. These fees are based on the participation of the following: Pastor, GPC Event Coordinator, Music Director, Pianist/Organist, Special Music, A/V Technician and Custodian.

Payments

1. The Security deposit and the appropriate completed forms are required to secure your rental upon GPC's receipt of the approved Facility Use Agreement. Separate checks for the Rental and the Staff Fees are due 7 days prior to the event.
2. If you need the building to be opened outside of the four-hour allotment on the day of your ceremony, additional fees will be charged.
3. All facility related payments must be in cash or by check, payable to the Gilbert Presbyterian Church
4. Payments to individuals are to be paid directly by the USER to those individuals providing their services for the wedding ceremony

Cancellation and Refunds

Should you need to cancel your reservation, we will not refund the Security Deposit that you provided. However, we will work with you to reschedule the same event for a different future date.

GPC Policies and Renter's Responsibilities

Wedding Service applicants must read the Facility Use Policy and Facility Use Guidelines and agree to the terms of their use. Signing the Facility Use Agreement is considered acknowledgement and acceptance of the GPC Facility Use Policies and Guidelines.

Gilbert Presbyterian Church
Facility Reservation Request
Wedding Service

Contracting Individual (USER)

Name of family contact: _____

Address: _____ City/state/zip: _____

Home Phone : _____ Cell Phone: _____

Email: _____

Affiliation:

Please check whether you are a:

- | | |
|---|--|
| <input type="checkbox"/> Church Member | <input type="checkbox"/> Church-Sponsored Ministry |
| <input type="checkbox"/> Non-Member | <input type="checkbox"/> Non-Member Group / Organization |
| <input type="checkbox"/> Other (Describe) _____ | |

Approximate number of people who will be participating:

Adults: _____ Youth (18 and under): _____

It is requested by the above person or organization that the following church facilities be made available on the dates and times and for the purposes specified below. It is understood and agreed between the above USER and Gilbert Presbyterian Church (GPC) that Gilbert Presbyterian Church (GPC) will be held harmless from all liabilities and claims of liability for personal injury or property damage arising out of USER's use of or activities at Gilbert Presbyterian Church's facilities under the Use Agreement, regardless the source or cause of such injury or damage, unless solely and exclusively the fault of Gilbert Presbyterian Church, and further USER agrees to defend and indemnify Gilbert Presbyterian Church from all liabilities for injury or damage or claims of such arising from or related to the Use Agreement, unless solely and exclusively the fault of Gilbert Presbyterian Church. The parties understand and agree that unless an injury or damage is solely and exclusively the fault of Gilbert Presbyterian Church, the USER will be solely and exclusively responsible for all personal injury or property damage arising out of any use of Gilbert Presbyterian Church's facilities under the Use Agreement. In addition, the USER shall provide proof of current liability insurance with a minimum coverage of One Million Dollars per Occurrence before the first use of Gilbert Presbyterian Church's facilities per the Gilbert Presbyterian Church Facility Use Policy. By executing the Use Agreement, USER acknowledges its agreement to comply with these Facility Use Guidelines.

Facility(ies) Requested:

Sanctuary: _____ Palmer Center: _____

Fees: Rental: _____ Staff: _____

Security Deposit: _____ Other: _____

Remarks: _____

Wedding Date: _____ **Time:** _____

Rehearsal Date: _____ **Time:** _____

Wedding Party

BRIDE

Name: _____
Address: _____
City/state/zip: _____
Phone1: _____
Phone2: _____
Email: _____

GROOM

Name: _____
Address: _____
City/state/zip: _____
Phone1: _____
Phone2: _____
Email: _____

Important:

Your security deposit and this form, along with the Gilbert Presbyterian Church Facility Use Agreement, are required for confirmation of your wedding reservation.

I have read the *Gilbert Presbyterian Church Facilities Use Agreement, Facility Use Policy and Facility Use Guidelines* and understand the rules set forth within, and agree to abide by them:

Requestor:

Signed: _____ **Dated:** _____

Session/Church Action:

() Approved () Disapproved Date: _____

Organization notified by: () phone () letter () in person () email

Date notified: _____ Individual Notified: _____ Notified By: _____

Date Liability insurance certificate received: _____

6. Memorial Services and Funerals

Planning Your Loved One's Funeral or Memorial Service

Welcome, we are here to help you as you plan your loved one's sacred rite of passage and honor the life with a special Memorial Service. Our facilities can accommodate the Memorial or Funeral service and a reception if you choose. Please familiarize yourself with our facilities and amenities, as-well-as, our guidelines and requirements for use. These are provided in Section 7 of this document. We encourage you to schedule a tour of our lovely church sanctuary and/or reception hall if that is convenient. To do so please call our administrative office at 480-892-6753 or send an email to azgpcoffice@gmail.com and we will respond promptly. We look forward to seeing you soon.

Meeting with Our Pastor

Memorial Services and Funerals at Gilbert Presbyterian Church are conducted by the GPC Pastor. Any change to this shall require the approval of the GPC Pastor. Please make an appointment via email to azgpcoffice@gmail.com or by telephone at 480-892-6753 to meet with our Pastor early in your planning process.

Rental of the Sanctuary includes:

1. The Sanctuary, Overflow and Narthex
 2. Kitchenette (at back of the Overflow area, perfect for light refreshments and coffee)
 3. Dressing/changing area.
 4. Piano/Organ
 5. Professional sound system*
 6. Live streaming of ceremony - Public or Private viewing*
- Tech support required

Rental of the Palmer Center includes:

1. Falkenstine Hall
 2. Kitchen
 3. Dressing/Changing area
 4. Chapel for meditation
 5. Piano
 6. Professional sound system*
 7. Live streaming of ceremony - Public or Private viewing*
- Tech support required

Personnel Substitutes

The Church assumes that you will use our Pastor for your service unless other plans are made and approved by the Pastor. Any proposed substitutes to the church staff must be approved by the church Administration. Please note that the Music Director is entitled to request his/her customary fee even if you choose another musician.

Fees

1. The facility rental fees and the professional staff fees are separate.
2. Facility rental rates are in four-hour blocks. Additional per-hour fees apply beyond the designated block. Fees apply from time of entrance until the time that cleanup is complete.

Facility Fees:

1. Use of the main Sanctuary Building for up to two hours for rehearsal the day before, and four hours the day of your ceremony are included in the Facility rental Fees.
2. Separate private spaces for the various parties to relax prior to the ceremony are also included in the facility Fees.

Staff Fees:

1. Memorial / Funeral Service Fees are determined based on the USER'S request. These fees, in addition to the Facility Use fee, are based on the participation of the following: Pastor, GPC Event Coordinator, Music Director, Pianist/Organist, Special Music, A/V technician and Custodian.
2. Use of the Sanctuary building for up to two hours for rehearsal the day before, and four hours the day of your ceremony are included in the Facility rental rates
3. Facility rental rates are in four-hour blocks. Additional per-hour fees apply beyond the designated block. Rates apply from time of entrance until the time that cleanup is complete.

Payments

1. The Security deposit and the appropriate completed forms are required to secure your rental upon GPC's receipt of the approved Facility Use Agreement. Separate checks for the Rental and the Staff Fees are due 7 days prior to the event.
2. If you need the building to be opened outside of the four-hour allotment on the day of your ceremony, additional fees will be charged.
3. All facility related payments must be in cash or by check, payable to the Gilbert Presbyterian Church
4. Payments to staff are to be paid directly by the USER to those individuals providing their services for the wedding ceremony

Cancellation and Refunds

Should you need to cancel your reservation, we will not refund the Security Deposit that you provided. However, we will work with you to reschedule the same event for a different future date.

GPC Policies and Renter's Responsibilities

Memorial Service applicants must read the Facility Use Policy and Facility Use Guidelines and agree to the terms of their use. Signing the Facility Use Agreement is considered acknowledgement and acceptance of the GPC Facility Use Policies and Guidelines.

Gilbert Presbyterian Church
Facility Reservation Request
Memorial / Funeral Service

Date: _____

To: Session of Gilbert Presbyterian Church

Contracting Individual (USER)

Name of family contact: _____

Address: _____ City/state/zip: _____

Home Phone : _____ Cell Phone: _____

Email: _____

Name of Service/Reception contact: _____

Address: _____ City/state/zip: _____

Home Phone : _____ Cell Phone: _____

Email: _____

Florist: _____

Caterer: _____

Funeral home: _____ - _____

Affiliation:

Please check whether you are a:

- | | |
|---|--|
| <input type="checkbox"/> Church Member | <input type="checkbox"/> Church-Sponsored Ministry |
| <input type="checkbox"/> Non-Member | <input type="checkbox"/> Non-Member Group / Organization |
| <input type="checkbox"/> Other (Describe) _____ | |

Approximate number of people who will be participating:

Adults: _____ Youth (18 and under): _____

It is requested by the above person or organization that the following church facilities be made available on the dates and times and for the purposes specified below. It is understood and agreed between the above USER and Gilbert Presbyterian Church (GPC) that Gilbert Presbyterian Church (GPC) will be held harmless from all liabilities and claims of liability for personal injury or property damage arising out of USER's use of or activities at Gilbert Presbyterian Church's facilities under the Use Agreement, regardless the source or cause of such injury or damage, unless solely and exclusively the fault of Gilbert Presbyterian Church, and further USER agrees to defend and indemnify Gilbert Presbyterian Church from all liabilities for injury or damage or claims of such arising from or related to the Use Agreement, unless solely and exclusively the fault of Gilbert Presbyterian Church. The parties understand and agree that unless an injury or damage is solely and exclusively the fault of Gilbert Presbyterian Church, the USER will be solely and exclusively responsible for all personal injury or property damage arising out of any use of Gilbert Presbyterian Church's facilities under the Use Agreement. In addition, the USER shall provide proof of current liability insurance with a minimum coverage of One Million Dollars per Occurrence before the first use of Gilbert Presbyterian Church's facilities per the Gilbert Presbyterian Church Facility Use Policy. By executing the Use Agreement, USER acknowledges its agreement to comply with these Facility Use Guidelines.

Facility(ies) Requested:

Sanctuary: _____

Palmer Center: _____

Fees: Rental: _____

Staff: _____

Security Deposit: _____

Other: _____

Remarks: _____

Date of Memorial: _____ **Time:** _____

Important:

Your security deposit and this form, along with the Gilbert Presbyterian Church Facility Use Agreement, are required for confirmation of your memorial reservation.

I have read the *Gilbert Presbyterian Church Facilities Use Agreement, Facility Use Policy and Facility Use Guidelines* and understand the rules set forth within, and agree to abide by them:

Requestor:

Signed: _____ **Date:** _____

Session/Church Action:

() Approved () Disapproved Date: _____

Organization notified by: () phone () letter () in person () email

Date notified: _____ Individual Notified: _____ Notified By: _____

Date Liability insurance certificate received: _____

7. Appendix

7.1 GPC Facility Use Policy

7.2 GPC Facility Use Agreement

7.3 GPC Facility Use Guidelines

Facility Use Policy

Statement of Purpose

Gilbert Presbyterian Church (GPC) makes its facilities available to the community at large as an outreach to the community. The Facility Use Guidelines shall be followed at-all-times. Failure to follow the guidelines may result in termination of the agreement without prior notice.

Approved USERS and Priority of Use

The Session of GPC shall approve all uses of church facilities. Priority shall be given to members of the church, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups upon prior written approval. Unforeseen events may occur which will require GPC to reschedule the USER's use of its designated rental space for a limited period of time. In these cases, GPC shall work with the USER to provide alternative mutually acceptable space for them to conduct their meetings or refund their fees related to the loss of use of the space during this time period.

Facility Use Hours

Facilities are available between the hours of 7:00 a.m. and 9:00 p.m. Use outside of these hours must be approved by the Session in writing prior to usage.

Scheduling Events

Requests for facility use are made to the Church Administrative Assistant by completing and submitting the appropriate "Gilbert Presbyterian Church Facility Reservation Request" form. The event will be reserved and placed on the church calendar only when the Session approves the facility use.

Fees

Use of church facilities is subject to fees that are determined based on the specific space that is being used and the hours of usage. Additionally, fees for technical and management services at the church may also be required based on the USER's reservation request. Fees will be reviewed and updated annually to cover operating expenses. A three month notice of any changes will be given to those who are currently using the space. Additional fees for items such as musical accompaniment will also be assessed to those leasing the space. Fees and deposits are due prior to facility usage.

Deposit

A security deposit will be collected prior to facility rental via secure payment method to cover the costs of any damage done to the facilities during usage.

Gilbert Presbyterian Church

Facility Use Agreement

It is agreed between Gilbert Presbyterian Church and _____, herein referred to as USER, that Gilbert Presbyterian Church shall allow the USER access to and the use of the facility as conditioned and described below, and as approved by Session on the attached Facility Request, subject to all the policies, procedures and guidelines (attached) of Gilbert Presbyterian Church, in consideration of a total fee of \$_____.

This total fee includes the following:

Room usage fees \$ _____, Cleaning/security deposit \$ _____,

Other \$ _____ for _____.

It is understood and agreed between the USER and Gilbert Presbyterian Church that the USER will hold Gilbert Presbyterian Church harmless from any and all liabilities and claims of liability for personal injury or property damage arising out of USER's use of or activities at Gilbert Presbyterian Church's facilities under this Usage Agreement, regardless the source or cause of such injury or damage, unless solely and exclusively the fault of Gilbert Presbyterian Church, and further USER agrees to defend and indemnify Gilbert Presbyterian Church from all liabilities for injury or damage or claims of such arising from or related to the Use Agreement, unless solely and exclusively the fault of Gilbert Presbyterian Church. The parties understand and agree that unless an injury or damage is solely and exclusively the fault of Gilbert Presbyterian Church, the USER will be solely and exclusively responsible for all personal injury or property damage arising out of any use of Gilbert Presbyterian Church's facilities under this Usage Agreement. In addition, the USER shall provide proof of current liability insurance with a minimum coverage of One Million Dollars per Occurrence before the first use of Gilbert Presbyterian Church's facilities per the Gilbert Presbyterian Church Facility Use Policy. By executing this Usage Agreement, USER acknowledges its agreement to comply with the Facility Use Guidelines.

Liability Insurance

USER shall obtain for the term of this Usage Agreement and at USER's sole expense, general liability insurance with a minimum per occurrence limit of at least \$1,000,000 providing coverage for bodily injury and property damage. Gilbert Presbyterian Church (including Church's trustees, officers, directors, employees, representatives, volunteers and agents, as well as its successors and assigns) shall be named as an additional insured on such insurance policy with respect to the use by USER of the facilities, and USER's insurance shall be "primary and non-contributory with any other insurance carried by the additional insured." In addition, a Waiver of Subrogation endorsement in favor of Gilbert Presbyterian Church shall be included. The USER shall deliver to Gilbert Presbyterian Church a current and valid certificate of the insurance before the beginning date of the facility usage. Any waiver of this insurance provision shall be in writing and approved in advance of any usage in writing by Session, and USER must sign a "hold harmless" agreement in the form provided by Gilbert Presbyterian Church.

Room(s) to be used: _____

Date of Use: _____ Time of Use: _____

Purpose of Use: _____

Gilbert Presbyterian Church	USER Organization:
By: (signature)	By: (signature)
Name:	Name:
Title:	Title:
Date:	Date:

Facility Use Guidelines

USER Responsibility

1. All USERS must complete the GPC Facility Reservation Request to request facility
2. USERS upon approval by Session of facility usage must sign the GPC Facility Agreement form prior to use of church facilities.
3. USERS are restricted to only those areas of the facility that the group has reserved. Expanding into other meeting rooms or spaces is not acceptable without prior written approval.
4. The USER'S representative will sign for and receive a key from the church office. Keys must not be duplicated under any circumstances and are to be returned to the church office the first business day following facility rental. In the event of the issuance of a building key for long-term use or set- up outside of normal business hours, a \$25 refundable key deposit will be received.
5. All groups require a contact person on site. Any change in group leadership must be reported to the church office immediately.
6. Any questions regarding these guidelines should be directed to the Church Administrative Assistant for resolution. A response will be provided within 72 hours
7. The group agrees that Church functions have priority and may cause the group's engagement to be amended or rescheduled. GPC shall make every reasonable effort to accommodate the group and minimize any disruption.
8. Our church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all USERS pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.
9. Noise levels are to be controlled in halls and meeting rooms as there are often multiple groups using the facility who may be disturbed.
10. Thermostats are not to be adjusted in any way.
11. Exterior doors and windows shall remain closed at all times during normal occupancy.
12. Groups assume full responsibility for the conduct of all persons present at the event.

GPC Code of Conduct / Safe Child Policy

Groups involving vulnerable persons and/or youth and children younger than 18 years old require adult supervision at all times, to include hallways and bathrooms. USER must agree to comply with the Gilbert Presbyterian Church's Code of Conduct policy, a copy which is attached. All USERS of the facility are expected to follow the guidelines of this policy regarding proper supervision of children, the presence of an adult certified in First Aid and CPR, and for events involving children, training related to child abuse prevention and possible background check.

Insurance

1. For all non-church-sponsored events, the group or person using the facilities must obtain liability insurance with a minimum per occurrence limit of at least \$1,000,000 providing coverage for bodily injury and property damage. Gilbert Presbyterian Church (including Church's trustees, officers, directors, employees, representatives, volunteers and agents, as well as its successors and assigns) shall be named as an additional insured on such insurance policy with respect to the use by USER of the facilities.
2. Indemnification. Lessee shall at all times indemnify, defend and hold GPC harmless from all loss, liability, costs, damages and expenses that may occur or be claimed with respect to any person or persons, or property on or about the premises.

Emergencies

1. There is a First Aid Kit located on the shelf underneath the kitchen counter.
2. Incident reports are at same site and should be completed and submitted to the GPC representative.
3. The group representative shall notify medical representatives at 911 for life threatening emergencies and also advise GPC immediately regarding the medical emergency using our emergency contact list.
4. A floor plan of the GPC facilities with emergency equipment and exits shall be provided to each group for their information prior to their use of the facilities. This document shall designate emergency exits, fire extinguishers, first aid kits, and telephone locations for use by all groups using the GPC facilities. Any use of these items shall be transmitted to the GPC administration office on the first business day following their use for follow up action.

Cancellations

1. If the group needs to cancel the meeting space use, we request that you notify the Administrative Assistant immediately. In the event of cancellation, a full refund will be provided minus \$25 for processing, as long as notification is received at least 72 hours prior to the event. No refund will be given with less than 72 hours notice.
2. All changes and requests for the meeting space must be coordinated with your designated point of contact and/or the church office.

Prohibited Items and activities

1. Weapons of any type, including legitimate personal carry, are not permitted on church premises at any time.
2. The use of alcohol or illegal substances within the church facilities or anywhere on church property is prohibited. This includes restrooms, the outside smoking areas and the church parking lot.
3. All individuals and groups using our facilities shall abide at all times by a "No Smoking" policy in all parts of the buildings, including corridors and restrooms. Violation of this policy comprises sufficient grounds for a staff member to withdraw immediately the individual or group's use of the facilities and/or to deny use in the future. We request that smokers in the group use the designated smoking areas located in the church parking lot.
4. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premises immediately.
5. Food and beverages are not allowed in the Sanctuary. For all other rooms, no colored soft drink beverages are allowed, and it is highly recommended that all beverages be served with a lid. Cleaning costs to remove stains caused by beverage spillage will be deducted from the cleaning deposit

Damages

1. All individuals and groups using our facilities are expected to exercise reasonable care and judgment in their use in order to prevent defacement, damage, or breakage. The person signing the Facility Use Agreement Form shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Church Facility Manager has been carelessly or irresponsibly subjected to more than normal wear and tear by the individuals or group involved. Funds available from the security/cleaning deposit will be used first to cover the costs.
2. In the event of a spill, take care of the spill immediately using GPC directions. Report the spill before leaving the church by leaving a message with the church office at 480-892-6753 so that the church may follow up in a timely manner.

Storage

There is no storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing necessary items offsite.

Setup and Cleanup

1. The group accepts the leased area in its "as is" condition. At the conclusion of the event, the group shall return the leased area to GPC in essentially the same condition as received, with only fair-wear-and-tear excepted.
2. All room setup and cleanup is the responsibility of the renter. This includes tables and chairs. Renters may arrange the space to suit their particular needs. At the end of the event, the renter is responsible for returning the space to the condition that existed immediately prior to renter's use. Cleanup, including putting away all furniture, must be completed immediately following the event.
3. GPC shall maintain the overall day-to-day cleanliness of each facility however each group shall be responsible for accomplishing any additional levels of cleanliness required by their organizations for their meetings. This would include providing the labor and items such as hand sanitizer, wipes, paper towels, soap, disinfectants, etc. as needed to clean their meeting areas. USER shall abide by currently mandated Maricopa County quarantine & Social Distancing Practices in effect at the time of facility use. Properly Dispose of Face masks off premises.

Departure from Facility

1. All lights in rooms used as well as bathrooms and hallways must be turned off and all doors are securely locked upon departure. It is critical to ensure that the doors close fully after locking by attempting to pull them open.
2. If you are the last group in the building, ensure that all interior doors are closed, lights are out and all interior and exterior doors fully locked.
3. If equipment has been used, ensure that the equipment is turned off and unplugged before leaving.

4. Trash cans are to be emptied into outside receptacles.
5. There is no excess storage available for organizations other than GPC church groups and, as such, all organizations using the facility will be responsible for storing necessary items offsite.
6. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.

Parking

Our church parking lot is on the south side of the building. Parking on the church facility is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

Church Equipment

1. Access to equipment such as microphones, amplification equipment, projector, television, video equipment, etc. will not be permitted unless approval has been obtained at the time of application. Any last minute request for items that were not made at the time of application may not be approved. GPC systems shall be operated by the GPC sound technicians and will be only at an additional cost. Group-provided sound, recording, or video equipment may not be attached to the GPC A/V system through cables or connectors.
2. The use of any GPC owned electronic equipment such as TV's, copy machines, audio equipment, computers, projectors, etc. is not included in this agreement.
3. The piano and organ are available upon request. If you wish to have these instruments tuned, they will be tuned at your expense preferably by our contracted technicians. The instruments should not be moved unless approved by the Church Administrator.

Deliveries

1. Arrangements for all deliveries pertaining to renter's event are the responsibility of the renter (or their agent). Church staff accepts pre-arranged deliveries during regular church office hours only. The renter or their agent must be on site to accept deliveries and pickups when the church office is closed.
2. Deliveries may need to be coordinated around other rentals or regular church activities; therefore, the church administrator must be given reasonable and advance notice of any delivery to the church facilities, whether the delivery will be accepted by the renter, the renter's agent, or church staff.
3. The same requirements and courtesy are expected for any pickup arrangements after the renter's event.

Kitchen

1. The church facilities utilized are to be restored after said event has been completed. Someone must be designated for this responsibility and that person will be responsible for meeting with the GPC representative prior to the event to be informed of policies and location of equipment.
2. If the individual/group contact finds something wrong in the kitchen prior to the use of the facility, they should report the same to the GPC Admin Office.

Kitchen Use

1. Kitchen use must comply with the Kitchen Guidelines that are posted in the Kitchen.
2. The church dishwasher is not to be used without proper training.
3. The sink is for dishwashing only.
4. USER must have instruction on proper use of all kitchen equipment prior to use. If you need to use any appliances, be sure you have someone available who is familiar with proper operating procedures.
5. Cooking is not permitted without prior approval. Fan must be in operation whenever stove is used.
6. Any non - GPC Group using the kitchen must provide all supplies used by that group. This includes paper products, utensils, trash bags, cleaning supplies, dish towels and table linens.
7. If any kitchen supplies or equipment is taken from the kitchen, it must be returned to its original location.
8. No one under the age of **18** may be in the Kitchen for any reason.
9. Use the cutting boards provided for cutting/chopping food items. **DO NOT** use counter tops.
10. If food items of any kind are brought into the kitchen prior to your event, mark them with the name of your group and the date of the event when it is to be used before being stored in the refrigerator/freezer/storage areas.
11. All food, beverages, grease, etc. used in the kitchen must be removed by the group and/or the responsible adult at the end of the event. Please do not leave any food or beverages.

Kitchen/Dining Area - Clean-up and Departure

1. When the kitchen is used, The USER is responsible to return any used space; dining area, kitchen, fixtures, and equipment to its original condition, including cleaning, setting up, taking down, storing, and location of tables and chairs. Sinks, counters, tabletops, equipment, etc. must be thoroughly cleaned and sanitized after use.
2. It is the responsibility of the user to clean and return all dishes, utensils, and cookware to proper storage area, and take all trash to the dumpster.
3. Floors and under all counters and equipment should be swept clean, mopped, sanitized, buckets washed out, mop heads rinsed, squeezed dry and hung to dry inside the mop bucket and returned to the janitor's closet.
4. The Mop Sink is located in the janitor's closet in the hallway. This location is for filling the mop bucket with water plus approved cleaning product and the discharging of wastewater only. Empty bucket wastewaters into designated mop sink ONLY. Cleaning or rinsing of mops or custodial equipment in any Kitchen sink is against health codes and therefore not permitted
5. All trash must be properly bagged and placed in exterior dumpster.
6. Any food spills in refrigerator, freezer, microwave, stove, or ovens must be cleaned thoroughly using the appropriate cleaner and method.
7. All equipment and furniture used for food preparation/serving must be thoroughly washed, dried, and returned to the place where it was found. If large pots are used, they should be cleaned, and stored UPSIDE DOWN. DO NOT leave anything in drying racks, in sinks, on counters or on windowsills.
8. Nothing is to be left in/on the sinks, tables, floors, or counters.
9. Clean up any spills on tables and countertops.
10. Wipe out the microwave after use particularly if your food splattered inside.
11. Sanitation buckets are located by the dishwasher, one must be located with the sanitation solution at each station when using the kitchen.
12. Complete attached Kitchen Condition Report and return it to the administration office at the end of your event.

Kitchen First Aid

1. There is a First Aid Kit located on the shelf underneath the counter.
2. Incident reports are at same site and should be completed and submitted to the GPC representative

Kitchen Condition Report

Date kitchen used: _____
Name of group using kitchen: _____
Event Manager: _____
Phone Number: _____

Describe the condition of the kitchen when you arrived for your event.

Describe any breakage so repairs or replacements can be made.

Did you notice any insect or pests? If so, please describe.

Describe any drain that needs attention.....consider leaks or drain flow.

Describe any oven operation that needs attention:

Describe any refrigerator or freezer operation that needs attention.

Describe any other equipment or fixture that needs repair or replacement.

Other comments that could be useful to us or to others using the church kitchen?

Final Decisions

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Church Administrator or their delegated representative shall decide the matter and all individuals and groups shall abide by the Church Administrator's directions or forfeit immediately the use of any part of the facility.