

Building Use Application
Gainesville Presbyterian Church (dated March 2025)

Organization: _____ Date of Request: _____
 Point of Contact: _____ Phone: _____
 address: _____ email: _____
 _____ text: _____

Event Date & Time <i>(include time for setup & dismantling)</i>

Purpose of the Event

Number of Participants: _____ Maximum Number of attendees: _____

Welcome to Gainesville Presbyterian Church! Thank you for considering using our church facilities for the location of your event.

The mission of our church is to glorify God and to further the work of His church in advancing His kingdom in this world. We seek to use our church facilities in such ways that honor our commitment to His purpose. The following guidelines enable GPC and all renters of our facilities to be good stewards of the facilities with which God has blessed us. The building will not be used for any activity which we deem to be contrary to the teaching of the Bible or the Constitution of the PCA (Westminster Confession of Faith, Westminster Larger Catechism, Westminster Shorter Catechism, Book of Church Order).

Explain How this Event Serves or Glorifies the Lord

Check the box (or boxes) in the left column of this table to describe your affiliation with Gainesville Presbyterian Church:

- *Events that GPC deems to contradict our mission and vision will not be approved.*
- *Application needs to be submitted to GPC prior to the 2nd Wednesday of the month. Include as much information as possible, as deacons may call the point of contact if additional information is needed or to deny the request.*

Check appropriate box (boxes)	Describe Your Event
	Ministry Events
	GPC-associated ministry
	GPC member-sponsored ministry/group
	Non-GPC-affiliated ministry
	Community Events
	GPC-associated event
	GPC member-associated event (List person's name)
	GPC member wedding
	Memorial service (GPC member or non-member)
	Non-GPC-affiliated event
	Wedding of non-GPC individuals
	Events by non-GPC individuals

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Use this page for One-Time Rental Events (weddings, recitals, etc.)

Facilities needed & Fee Schedule

Use the information below to help identify facilities needs and to calculate your event deposit and fees.

Check those needed	Rooms	Hourly Fee (include time needed for setup, dismantling & cleaning)
	Each Downstairs Classroom #1 (max 30 people) #6, #8 and #9 (max 13 people each)	Room #1: \$20 & \$15 each additional hour Rooms #6, #8 & #9: \$15 & \$10 each additional hour
	Sanctuary (capacity 250 people, depending upon chair/table layout).	Ranges from \$25 (and \$15 each additional hour) up to \$350 (and \$50 each additional hour), to be determined after your completed application has been submitted
	Sanctuary & any classrooms/nursery typically for several hours duration	\$350 & \$75 each additional hour
	Kitchen – refrigerators, stove/oven, microwave (very limited cookware, no plasticware, cups, plates, etc. are available)	\$75 & \$25 each additional hour
Extra fees		
	Assessment if the event requires a GPC audio/computer/projector person on site	\$25 each hour or portion thereof per person
	Piano moving and retuning	\$175
	Late cleanup fees (clean & reorganize sanctuary and other rooms, front doors left propped open, church kitchen supplies used, etc.), may apply	\$200 or more
	Designated sponsor from Gainesville Presbyterian Church	\$25 each hour or portion thereof during setups, event and cleanups
	Number of padded chairs to match maximum number of attendees (120 chairs minimum)	\$1 each additional chair
Estimated Total Fee		
	This is a preliminary estimate based upon the fees you selected above. <i>The actual cost of your event will be based upon extra costs incurred as a result of your event (additional space needs, damages, additional cleanups, etc.)</i>	Pre-event Total Fee Estimate: _____ (to be determined after your completed application has been submitted)

Prince William County Temporary Activity Permit:

It is the responsibility of the renter to apply for and obtain the Temporary Activity Permit from the County of Prince William and provide a copy of the approved permit to this church. Prince William County government requires planners of outdoor events that include the use of tents, canopies, platforms, tent revivals, etc. to obtain (in advance) a Temporary Activity Permit (TAP). The permit application must be submitted to the Zoning Counters at Prince William County Development Services Building at the Prince William County Complex.

The TAP application may be downloaded from this Prince William County link:

https://www.pwcva.gov/assets/2021-04/fillable_tap_application.pdf

For further information or questions on the TAP application process, please visit www.pwcgov.org/tap, call (703) 792-6830 or email TAP@pwcgov.org.

Renter shall provide a copy of the approved Prince William County Temporary Activity Permit at least 1 day before the event. Failure to meet this requirement will result in the cancellation of the rental application and loss of security deposit.

Jump to Page 5 and complete pages 5-8.

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Use this page for Long-Term Rentals (ongoing meetings or lessons for schools, plays, choirs, etc.)

Facilities needed & Fee Schedule

List the requested Dates & Times (include time for setup, actual event, dismantling & cleaning)

	Dates	Times (Entry to Departure)		Dates	Times (Entry to Departure)
1			27		
2			28		
3			29		
4			30		
5			31		
6			32		
7			33		
8			34		
9			35		
10			36		
11			37		
12			38		
13			39		
14			40		
15			41		
16			42		
17			43		
18			44		
19			45		
20			46		
21			47		
22			48		
23			49		
24			50		
25			51		
26			52		

Provide the following:

Number of individuals expected to be enrolled in the program:	
Number of families with individuals enrolled in the program:	
Number of staff, teachers, teaching assistants expected to be in the building:	
Number of non-participants likely to be in the building (waiting for the event to end):	

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Use the information below to help identify facilities needed for your long term rental and to calculate your event deposit and estimated fees.

Check those needed	Rooms	Number of People Participating & Attending
	Downstairs Large Classroom (<i>max 30 people</i>)	
	Sanctuary (<i>capacity 250 people, depending upon chair/table layout</i>).	
	Any classrooms and/or nursery	
	Kitchen – refrigerators, stove/oven, microwave (very limited cookware, no plasticware, cups, plates, etc. are available)	
Extra fees		
	Assessment if the event requires a GPC audio/computer/projector person on site	\$25 each hour or portion thereof (each time needed)
	Piano moving and retuning	\$150
	Late cleanup fees (clean & reorganize sanctuary and other rooms, front doors left propped open, church kitchen supplies used, etc.), may apply	\$150 or more (for each time the building is not returned to original condition)
	Number of padded chairs in sanctuary to match maximum number of attendees (120 chairs minimum)	\$1 each additional chair
Estimated Total Fee		
	<p>This is a preliminary estimate based upon the fees you selected above.</p> <p><i>The actual cost of your event will be based upon extra costs incurred as a result of your event (numbers of dates and personnel, damages, additional equipment, cleanups, etc.)</i></p>	<p>Pre-Event Total Fee Estimate: _____</p> <p>(to be determined after your completed application has been submitted)</p>

Continue to Page 5 and complete pages 5-8.

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Reservation:

1. Your Reservation (this completed application) and security deposit must both be received in order for the date(s) to be held for your event.
 2. Checks should be made out to Gainesville Presbyterian Church.
 3. Security deposit is the lesser of either \$250 or 50% of your pre-event total fee estimate based upon the fee chart, above.
 4. Security deposit represents renter's acknowledgement of having received a copy of the **Building Use – Renter Information Sheet**.
 5. We reserve the right to retain any portion or all of the security deposit if cancellation occurs 5 days or less before the event.
 6. Renter shall provide a copy of the approved Prince William County Temporary Activity Permit at least 5 days before the event. Failure to meet this requirement will result in the cancellation of the rental application and loss of security deposit.
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Conditions and Responsibilities of Renter

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and enjoyment while keeping the Gainesville Presbyterian Church facilities well maintained and safe.

Compliance

The building will not be used for any activity which we deem to be contrary to the teaching of the Bible or the Constitution of the PCA (Westminster Confession of Faith, Westminster Larger Catechism, Westminster Shorter Catechism, Book of Church Order). Use our church facilities in such ways that honor our commitment to God's purpose.

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises.

This is a drug free facility at all times. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner.

No smoking in the building...smokers are allowed to smoke outside; an ash tray can has been placed at the front of the building for their use

Gainesville Presbyterian Church reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Gainesville Presbyterian Church or the safety of its staff, guests, or building contents.

Designated Sponsor

A member of Gainesville Presbyterian Church will be assigned to your event.

- Renter may designate a member of the church who is willing to serve as sponsor on the line (below):

- If renter does not designate a member of the church, the following designated member will serve:

Sponsor name

Sponsor email

The designated sponsor of Gainesville Presbyterian Church will:

- Check in during setups to respond to renter questions and before any furnishings or facility equipment or decorations are moved.

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- Be on site during your entire event to check periodically with the responsible parties to ensure church facilities are operating appropriately, checking the bathroom, the overall premises, replenishing hand towels and toilet paper.
- Be available for questions or to respond to needs or issues that may arise at any time during the setups or during the event itself or during subsequent cleanups.
- Advise the renter to correct any unsafe or inappropriate situations or guest behaviors.

Entry and Exit

Renter agrees that Gainesville Presbyterian Church sponsor or other staff may enter and exit premises during the event.

Load-in/Load-out and Storage

All load-ins and load-outs must take place within the designated timeframe given by Gainesville Presbyterian Church. If there is an event prior to yours a timed delivery will be required. Gainesville Presbyterian Church is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the client or client's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative.

Storage is extremely limited and must be addressed with Gainesville Presbyterian Church ahead of time. Storage fees will be applied to any items left overnight or beyond normal load-in/loadout times. This also applies to items left post event for shipment out via courier.

It is not the responsibility of Gainesville Presbyterian Church to ensure that pick-ups are scheduled and executed.

Live Music, DJs and Church Audio/Computer Equipment

Gainesville Presbyterian Church allows music and dancing. However, the renter provides DJ, sound equipment and dance floor – the additional time needed to set up and dismantle the equipment must be included in the load-in/load-out times of the reservation. No one except authorized members of Gainesville Presbyterian Church will operate church audio, computer, video equipment; and at renter cost.

Site Decoration

Gainesville Presbyterian Church wants to make every event here a special and welcome experience. Every effort will be made to allow the renter to prepare decorations reflecting their creative requirements.

- Renter shall check with the designated sponsor of Gainesville Presbyterian Church about the rearrangement and movement of any furnishings, including, but not limited to, artwork, tables, stage items, kitchenware, seating, etc.
- No nails, screws, staples or penetrating items are to be used on our walls or floors.
- No glitter or foil (non-paper) confetti is allowed on site.
- Only low tack tape is allowed on our floors and walls.
- Any damage will be charged after your event.

Cleaning, Trash and Equipment Removal

- Gainesville Presbyterian Church will be in a clean condition prior to your event. We expect the building to be in the same condition at the conclusion of your event cleanups.
- The renter is responsible for ensuring all furniture/equipment rearrangements are completed at the conclusion of the event; rental period ends when cleanups and rental equipment pickups by outside vendors are completed. Additional costs will be assessed against the renter if cleanups and/or rearrangements are incomplete at that time, as other people may be coming in to use the building.

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Lost and Found

Gainesville Presbyterian Church takes no responsibility for personal effects and possessions left on premises during or after any event. We will, however, maintain a lost and found and will hold recovered items up to 10 days. Every attempt will be made to hold any recovered item for rightful owner pickup.

Notices of Change

Please submit any notice or requests of change with respect to the agreement in writing via email or personal service or mail, certified mail, return receipt requested, postage prepaid, to the church address set forth below.

Final Payment:

Within 21 days of the event Gainesville Presbyterian Church will provide the remaining cost of the event to be paid by the renter. This cost will include payment to the GPC sponsor and GPC audio/computer person (if used), remaining costs from the Pre-Event Total Fee Estimate and any additional charges due to damages or extra supplies or church materials used during the event. Renter payment of the remainder of the event cost should be provided by check within 21 days.

Limited Liability Insurance Acknowledgement

The organizer/renter on behalf of any individual or organization seeking to use our facilities hereby acknowledges that Gainesville Presbyterian Church requires the renter obtain limited liability insurance for their specific event, solely at their expense, for the purpose of protecting Gainesville Presbyterian Church, its members, officers and designated sponsor, as well as the renter, their contractors and attendees and other occupants on the premises during the event, against all bodily injury, death, property damage and other loss arising out of the renter's use and occupancy of the church premises.

- The insurance required hereunder shall have a single limit liability of at least \$1 million and general aggregate liability of at least \$2 million.
- Gainesville Presbyterian Church shall be named as an additional insured of said policy.
- If alcohol is to be served, please ensure your insurance policy includes a "Host Liquor Liability" coverage clause to protect the renter and Gainesville Presbyterian Church against alcohol-related accidents, as the renter is ultimately responsible for the safety of guests and attendees.
- Caterers and all other outside contractors/vendors – provide a copy of their certificate of insurance, and catering license, to GPC, before your event.

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I hereby acknowledge that Gainesville Presbyterian Church requires I obtain limited liability insurance for:

(name of event)

scheduled for _____

(date of event)

Signature of Renter

Date of Signature

There are many different insurance agents from whom the renter may choose limited liability insurance; we offer the name and address of our own agent (*in the box to the right*) as one option.

Puffenbarger Insurance 73 West Lee Highway Warrenton, VA, 20186 504-347-7322

Waiver of Liability and Hold Harmless Agreement

I certify that I am the authorized representative for the renter who is seeking to rent the Gainesville Presbyterian Church facility.

In consideration for being allowed to use the church facility, I assume all risks whether or not known or reasonably foreseeable, which may be associated with the specific event for which the facilities are requested.

I shall hold harmless forever, indemnify and defend Gainesville Presbyterian Church, its officers, members and church sponsors against any claims, action, loss, damage, injury liability, cost and expense of whatsoever kind of nature (including attorney's fees, court costs, costs of suit, collection expenses, interest due and so forth) arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service and dispensing of payment by renter and supporting caters and other supporters, at Gainesville Presbyterian Church.

The renter(s) requesting to use Gainesville Presbyterian Church grounds/facilities is hereby notified that the renter is exposed to liabilities as the sponsor of the planned activities being permitted. Hence the requirement, as stated above, for the renter to show proof of having obtained limited liability insurance for the specific event for which the facilities are being requested.

The renter(s) shall provide proof of having obtained limited liability insurance for the specific event for which the facilities are requested. The proof shall be provided electronically or via mail or personal hand delivery before your event.

Gainesville Presbyterian Church reserves the right to cancel the facility rental for nonreceipt of proof of limited liability insurance before event date or due to unforeseen emergencies or events. Refunds may take 6 business days to process.

In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreement, have been made, and that I execute this release for full, adequate and complete consideration fully intending to be bound by same.

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Renter's Name (Print): _____ Date: _____

Renter's Signature: _____

Return this application to the Gainesville Presbyterian Church secretary via either:

Email: sec@gpcweb.org

Postal Mail: Secretary

Gainesville Presbyterian Church
16127 Lee Highway
Gainesville, VA 20155

Copy to designated GPC sponsor