



Public Rental Application
Contact: Rentals@gcwired.com / 610-857-0720

Name:	Phone #:
Address:	Email:
Event Name:	Date of Application:
Event Date:	# of Attendees
Set up and Tear Down Times:	Type of Event:
Audio/Visual Requests:	
# of Tables/Chairs Needed:	Other Needs:

Please Circles the Space(s) Needed for your Event

Entire Building	Main Auditorium/ Gym	FX Auditorium
Atrium/Cafe'	Kitchen	Classrooms
Outdoor Space	Baptismal	

Room Rental Rates

Main Auditorium/Gymnasium	\$500/4 Hours
FX Auditorium	\$250/4 Hours
Atrium/Café	\$250/4 Hours
Classrooms	\$250/4 Hours
Kitchen	\$250/4 Hours

Rental Packages

Wedding Package: Includes 1 Auditorium, Kitchen, and Atrium.	
8 Hours Total. Additional hours charged at hourly rate.	\$2,400
Funeral Package: Includes 1 Auditorium, Kitchen, and Atrium.	
4 Hours Total. Additional hours charged at hourly rate.	\$400

Extra Services

Tables and Chairs (160 people)	\$50 (self setup)
Audio Service	\$40/hour
Video Service	\$40/hour
Off-site Table and Chair Rental	\$1/chair \$5/table

Rental Packages include (1) hour before and after to allow for set up and tear down.

Extra time used will be charged at an hourly rate.

Recurring rentals are available and will be negotiated on a case-by-case basis by the Facility Coordinator.

Payment Procedures

1. To reserve all or part of the facility, a signed application and deposit must be turned in to the church office.
2. 50% of the rental fee is due at signing, the other 50% is due 1 week before the event.
3. There is a security deposit of \$100 to be paid no less than 3 weeks prior to the event or 6 weeks prior for full facility rentals. The deposit will be refunded within 2 weeks after the event UNLESS there is any damage to church property, including buildings, furniture, fixtures, supplies and exhibits, or excessive cleanup is required, in which case the church will only refund the unused, if any, portion of the deposit. Renters/users of the facility must pay for all damages in excess of the deposit.
4. Cancellation policy: if a reservation is cancelled more than 3 weeks in advance of the reserved date, 100% of all fees paid will be refunded. If it is less than 3 weeks in advance, 50% of fees paid will be refunded. If Gateway Church has to close due to weather or other calamity, a full refund will be issued.

Church Usage and Hold Harmless Agreement

I/We _____, the undersigned authorized representative/s of _____
_____(Name of Organization) of the city of _____, state of _____, shall be using
the building and grounds of Gateway Grace Community Church (hereafter referred to as "the Church") on _____
_____(date) from _____(time) for the purpose of _____(herein referred to as "the
activity").

I/We agree to pay the rental fee for the requested space and to be responsible for additional costs for **cleanup, repairs, or property damage** that are a result of use of the building. I/We understand and agree that neither the Church nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds, as well as, all appliances and fixtures during the Activity, I/We assume all risk in connection with participation during the Activity. I/We further release the Church, its trustees, employees, agents, or representatives for any damage, which may occur while participating in the Activity. I/We further agree to same and hold harmless the Church, its trustees, employees, agents, or representatives from any claim by the undersigned member of the organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the Activity. I/We also authorize the Church, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the Activity.

I/We further state the I/We are authorized to sign this agreement: that I/We understand the terms herein are contractual and not mere recital: and that I/We signed this document of my/our free act and volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the ____ day of _____, 20____ .

Signature (must be 21 to sign): _____ Date: _____.

It is within the principles and objectives of Gateway Church to provide the opportunity for community organizations and individuals with compatible objectives to use, on a per diem or other approved period of time, space at the Parkesburg Campus facility. It is also the policy of the Gateway Church to permit usage to Partners of the Church for special events such as weddings, memorials, and other approved activities.

Procedures

1. Applicant must complete and sign this form and submit to the office at least **3 weeks prior** to the event.
2. The church Facilities Team will approve/reject the application.
3. Approvals or denials of applications will be returned within one week of the application being received by the Facilities Team. Approval or denial is based mostly on if the building is free and the space is open.
4. Rentals are on a first-come first first-serve basis. Church partners requesting space for approved functions will have priority over community related requests that are submitted at the same time.
5. Any Audio/Video needs must be communicated fully at the time of the application. Also, any video, music, slideshow material, etc. must be given to the Facilities team **at least 1 week prior** to the event to make sure it is compatible with our system. Anything not received will run the risk of not being allowed at your event.
6. Any outside catering must work in coordination with the Facilities Team prior to the event.
7. Any arrangements for the services of a Gateway Pastor to perform rites of passage such as weddings, funerals, and any other events should be made with the Pastor prior to completing an application.

Rules and Regulations for Church Use

1. **The applicant is responsible for returning the facility to the condition in which it was received. Chairs, tables, and other items must be returned to original positions or storage. Floors must be swept and areas cleaned up. All garbage and litter created by the user must be collected and place in the dumpster behind the Church.**
2. For some events, special cleaning services with additional fees may be required as a condition for approval.
3. Applicants are responsible for any damages incurred and will be charged for repairs.
4. Wedding package includes 2 hours for rehearsal, 4 hours for wedding and reception, as wells as one hour before and after for set up/tear down. Additional time will be charged at an hourly rate.
5. The use of alcohol will be limited to **beer and wine only**. We reserve the right to escort anyone from the property whose behavior is unruly or disruptive, whether it be due to alcohol consumption or otherwise. The use of alcohol will **require** an approved on-site security patrol (at an additional fee paid directly to the security provider). Contact our approved provider at: <http://www.signal88.com/locations/Octorara/about-us.aspx>. Advertising for the event **may not** include the name "Gateway Church" and the use of alcohol (ie: Beef and Beer at Gateway Church). The Facilities Team may at its discretion withdraw rental approval due to improper advertising.
6. The use of any Gateway Church audio or visual equipment is strictly prohibited without properly trained personnel provided by the Church. As is outlined in the rate chart, this is an hourly fee.