



GREENSBURG UMC
2161 Greensburg Rd
North Canton OH 44720
330.896.1936

FACILITY USE INFORMATION

Thank you for your interest in our Church facilities!

Procedure: Adults wishing to use any of our facilities must complete a Facility Use Request form and submit it with proper payment to the Office Manager located in the church office. Your signature on the Request Form affirms you have read the Facility Use Information responsibilities and is granted use on a first-come, first-serve bases *once all information and payment is submitted* and approval is granted. Upon approval you will be contacted by phone or email and a copy of the agreement will be available.

Responsibilities:

1. Greensburg United Methodist Church (GUMC) will not be held liable for injury to any persons at your rental event(s), including spectators. Copy of your insurance is required with application request.
2. Building Rentals must exit the building no later than 10pm for security purposes.
3. Any damage to Church property will be the responsibility of the person(s) renting the facility to restore property to its original condition in a timely fashion.
4. ALL trash after event(s) must be disposed of properly and outside trash containers must be emptied in the dumpster or trash taken off premises when leaving.
5. Use of property shall be limited to the specific areas requested and all children are to be under supervision at all times whether guest of participants in program or not.
6. Use of preschool playground and any of their equipment is FORBIDDEN.
7. No smoking or alcohol is permitted on property.
8. Responsible Party shall insure that the facility is kept clean and lights off, ready for the next renter. Gym rentals are asked to dust/sweep the gym floor after use.
9. Fellowship Hall is NOT to be used as a gym or playground. No sporting equipment or any types of balls are permitted in hall. We ask this location be used properly.
10. RENTAL MUST DROP KEY(S) IN CHURCH MAILBOX AFTER LOCKING UP ON LAST RENTAL DATE as directed when key was given out! Failure to drop key(s) in mailbox *that day* will be assessed daily fees that affect key deposit and possibly lose ability to rent from us in the future. Deposits will be done after key returns.
11. IF weather is inclement and/or schools have been closed we ask that you NOT use the facilities on those days. Our parking lot may not be cleared timely or safely for anyone to be on the premises.
12. Payments are due for the space reserved whether used or not. If cancellation occurs within two weeks prior to the event, only the key and cleaning deposit will be reimbursed, unless special circumstances.
13. IF you wish to make changes or additions during your rental time, a new form must be submitted. An email is not acceptable. At the discretion of the church they have the right to end a rental at anytime.

FACILITY / AREA	ACTIVE MEMBER	NON-PROFIT 501C3	DEPOSITS REQUIRED
Classroom/Library	No Charge	\$45 per use	\$100/key
Fellowship Hall/Kitchen	\$100 full day / \$50 per use	\$250 per use / \$100 per use	\$100 cleaning / \$100 key
Sanctuary w/o sound	\$75 per use	\$175 per use	\$100 cleaning
Gymnasium	\$35 per use	\$70 / 2hrs	\$200 per key
Baseball Field	No Charge	\$72 / 4hrs	
Field or Pavilion	No Charge	\$52 / 4hrs	