



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 Administrative Assistant 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-served basis *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 insurance required with application.
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 and 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 guests 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 ready for the next renter. Gym rentals are asked to dust/sweep the gym floor after use.
9. COVID – during this time we request a copy of your practice and procedures that you will abide by while using our facilities.
10. RENTAL MUST DROP KEY(S) IN CHURCH MAILBOX AFTER LOCKING UP ON LAST RENTAL DATE!!! Failure to drop key(s) in mailbox that day will be assessed daily fees and possibly lose ability to rent from us in the future. Key and cleaning deposits will be done after key returns and inspections.
11. IF weather is inclement and/or the schools have been closed we ask that you NOT use the church 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.
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
Class Room / Library	No Charge	\$45 per use	\$100 / key
Fellowship Hall	\$50 half day - \$75/day	\$250 per use	\$100 cleaning / \$100 key
Gymnasium	\$32 / use	\$64 / 2 hrs	\$200 per key
Kitchen – stove/oven	\$100 / use	\$125 / use	
Baseball Field	No Charge	\$60/4 hrs	
Field or Pavilion	No Charge	\$44/4 hrs	
Sanctuary w/o sound	\$75 / use	\$175 / use	\$100 / cleaning