



**GREENSBURG UMC**

2161 Greensburg Rd  
North Canton OH 44720  
330.896.1936

**FACILITY USE REQUEST**

**REQUESTING USE OF:** (circle requested area or areas)

Kitchen / Fellowship Hall / Class Room / Gym / Field / Pavilion / Baseball Field

Other- \_\_\_\_\_ Organizations must be Intra-clubs only

Name of Event or Non-Profit Organization: \_\_\_\_\_

Stattice: Active Member -or- Non-Profit Rental: EIN# \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of people: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Arrive & Depart: \_\_\_\_\_

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: Cell \_\_\_\_\_ Home/Work \_\_\_\_\_

Responsible Person present at event: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Insurance Liability Coverage: \_\_\_\_\_

Copy of current policy required for non-members (submit with payment to secure date(s))

**COVID** – Copy of Practice and Procedures must accompany application.

I am responsible for the use of the Greensburg United Methodist Church property and liability of all persons in attendance and all of the responsibilities the church requires. If not signed at church office a copy of your driver's license required to verify responsible party signature.

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Church Approval Signature/Date: \_\_\_\_\_

**OFFICE USE:**

**RENTAL COSTS**

Key Deposit and/or Cleaning Fee \_\_\_\_\_

Facility Requested for Rental \_\_\_\_\_

Other \_\_\_\_\_

Grand Total Due \$ \_\_\_\_\_

Amount and Date Received: \_\_\_\_\_ Cash/Check # \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Cleaning Fee Returned after inspection: Date mailed: \_\_\_\_\_ By: \_\_\_\_\_

Issued Key # \_\_\_\_\_ Date/By: \_\_\_\_\_ Received By: \_\_\_\_\_

Key Returned Date & Rec'd by: \_\_\_\_\_ Submitted for Key Deposit Return: \_\_\_\_\_



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## FACILITY USE REQUEST 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. Usage is granted on a first-come, first-served basis *once all information and payment is submitted* and usage approval is granted. When approval is granted you will be contacted by phone and a copy of the agreement will be available.

### Responsibilities:

1. Greensburg United Methodist Church 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 never to be unsupervised whether guests of participants in programs or not.
6. Use of Preschool Playground and any of their preschool 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. The Responsible Party will insure that ALL lights are turned off and ALL doors locked.
9. COVID – during this time we request a copy of your groups practice and procedures that you will abide by while using our facility. Also, we require each group to please sanitize all areas of rental that have touch points, please.
10. Key rental required back next business day in exchange for deposit. Cleaning deposits will be returned after facility is inspected for proper usage.
11. 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.
12. You're Covid Practice and Procedures you plan to use during your rental is required with application.

Facility/Area	Active Member	NON-PROFIT 501c3	Deposits Required
Class Room	No Charge	\$45/use	\$100/key
Fellowship Hall	\$40/half-\$60/day	\$250/use	\$75/cleaning \$100/key
Gymnasium	\$25/use	\$50/2 hrs	\$100/key
Kitchen w/o appliances Kitchen-stove/oven	No Charge \$100/use	\$125/use	
Baseball Field	No Charge	\$40/4hrs	
Field	No Charge	\$40/4hrs	
Pavilion	No Charge	\$40/4hrs	
Other- Sanctuary (sound extra)	\$75/use	\$150/use	\$75/cleaning