



# SHARON PRESBYTERIAN

## Application for Use of Church Facilities

5201 Sharon Rd. Charlotte, NC 28210

(704) 553-0869

PLEASE PRINT

Name of Organization/Applicant: \_\_\_\_\_ (“Applicant”)

Representative/Point of Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Number of people expected: \_\_\_\_\_ Requested Date(s) of use: \_\_\_\_\_ Start and End Time of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Rooms or services requested (“Facilities”):

Church-Related Function?

- |                                    |  |  |  |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Gathering Room            | <input type="checkbox"/> Charles Little Classroom(s) | <input type="checkbox"/> Set-Up Services |
| <input type="checkbox"/> Chapel    | <input type="checkbox"/> Heritage Room             | <input type="checkbox"/> Ball Field                  | <input type="checkbox"/> Other: _____    |
| <input type="checkbox"/> Gym       | <input type="checkbox"/> Kitchen                   | <input type="checkbox"/> Play Ground                 | _____                                    |
| <input type="checkbox"/> Parlor    | <input type="checkbox"/> Barbara Ward Classroom(s) | <input type="checkbox"/> Janitorial Services         | _____                                    |

| FEES*                       | Member            | Non-Member        |
|-----------------------------|-------------------|-------------------|
| Security Deposit (required) | Waived            | \$100             |
| Sanctuary/Chapel            | \$50              | \$100             |
| Gym                         | \$25              | \$100             |
| Parlor                      | \$25              | \$50              |
| Gathering Room              | \$25              | \$50              |
| Conference Room             | \$25              | \$50              |
| Kitchen                     | \$15              | \$20              |
| B.W. Classroom(s)           | \$10              | \$20              |
| Gym Classroom(s)            | \$10              | \$20              |
| Ball Field                  | \$10              | \$25              |
| Play Ground                 | \$10              | \$25              |
| Janitorial Services         | \$75 and up (TBD) | \$75 and up (TBD) |
| Set Up Services             | \$75 and up (TBD) | \$75 and up (TBD) |

Barbara Ward Classrooms: Room #100 Basement & Room #201 Adult Classroom; Gym Classrooms: Room #1 & Room #6

**\*Fees are exclusive of weddings, funerals and Church sponsored activities. Fees/security deposit may be waived in whole or part in the sole discretion of the Church for Church members, Church-sponsored groups or groups from PC (USA) organizations.**

Total Fee for Facilities Selected: \_\_\_\_\_ (due 10 days before event)    Applicant Initials: \_\_\_\_\_

**For Non-Members, please attach a check to this Application in the amount of \$100 payable to “Sharon Presbyterian Church”. This is your security deposit and will be returned to you after the event provided the facilities you used are left clean and items put away. Your reservation will not be confirmed until the check is received.**

List any special request and we will accommodate if possible.  
(May require an additional cost)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Additional Cost:** \_\_\_\_\_ **Applicant Initials:** \_\_\_\_\_

**Applicant must maintain commercial general liability insurance that shall protect the Applicant from claims of bodily injury or property damage which arise from performance under this Agreement including the use of the Facilities. The policy limits of such insurance shall not be less than \$1,000,000 each occurrence/\$2,000,000 aggregate. A certificate of such insurance must be furnished by the Applicant with the Church named as an additional insured thereunder and shall contain the provision that the Church be given 30 days written notice of any intent to amend or terminate such insurance by either the Applicant of the insuring company. Your reservation of facilities is not confirmed until the certificate of insurance has been received and approved by the church. If the Applicant does not have a Certificate of Insurance, please contact with Tawanda Brown at 704-553-0869 or [tawandab@sharonpcusa.org](mailto:tawandab@sharonpcusa.org) for further instructions.**

Approval or disapproval of this Application will be sent back to the Applicant. If cancelled by the Applicant two (2) working days in advance, all fees will be returned less any money already spent. The Church reserves the right to cancel a reservation by verbal contact followed by written notice. In rare instances unforeseen needs of the Church for the use of the Facilities, such as funerals, may take precedence over previously scheduled events. In such a case it might be necessary to reschedule the event or restrict the use of parking areas. The Church will make every effort to avoid such conflicts.

### FACILITIES USE GUIDELINES

Sharon Presbyterian Church believes that the buildings and properties of this Church are for the purpose of Christian worship, education, fellowship, and community service. The following rules and policies have been prepared to govern the use of the facilities:

1. Please remember that the Facilities reserved are on Church property and Applicant's guests should conduct themselves accordingly.
2. Use of the Facilities is limited to the area that Applicant has reserved for the event.
3. All groups will respect the Church property and leave it in the same condition it was found. Trash will be removed, lights turned out (including rest rooms), furniture repositioned, tables cleaned, floors swept, mopped or vacuumed, etc.
2. If the kitchen is used for the event, you agree to comply with the Kitchen Use Guidelines below.
3. All payments will be made out to "Sharon Presbyterian Church" and in the notes section, the name of the group and the date of the event. **If after the event the facilities are left in the same condition as prior to the event and keys returned to the appropriate lockbox in accordance with these guidelines, the security deposit will be returned.**
4. The Facilities may only be used for the purposes stated on the form and for the dates and times stated on the Application as approved. Any changes must be must be approved at least two weeks in advance.
5. If necessary, the Applicant will be given a key code for a door in the building reserved. Unless special arrangements are made, all guests will enter and leave through this door. The exterior doors will not be left unattended or propped open when they are unlocked. After the event, the Applicant will ensure all doors and windows are closed and locked.

6. Unless permission has been granted in advance, the building must vacated by the set time agreed upon.
7. Food shall not be stored in the Facilities more than 24 hours before an event. All food will be clearly marked with the group's name. Left-over food must be removed from the Church at the end of the event.
8. Unless approved by the Session, fundraising is not permitted. None of the Facilities may be used for the purpose of making a profit for the private benefit of any of the Applicant's members/participants.
9. Church property shall not be moved without permission. Any property requiring professionals to move, such as the piano, will be done at the expense of the Applicant after approval by the Church. Any property moved will be returned to its original location at no cost to the Church at the conclusion of the activity. There will be no changes to the decor or structure of the Church, i.e., removal of the cross or mounted items, such as paintings, banners, and flags.
10. Any damages must be reported to the Church office. If other than normal wear and tear, the Church will determine any costs associated with damaged or missing items and will deduct the amount from the security deposit and Applicant shall reimburse Church for all such costs in excess of the security deposit.
11. The Church is a smoke free facility. Smoking is permitted outdoors and away from Church entrances. Smokers shall dispose of cigarette butts in proper receptacles designated for such purpose.
12. Youth under the age of 18 must be accompanied at all times by adult supervisors who will comply with the Church's Child Protection Policy.
13. Except for liturgical purposes, food or drink is not permitted in the sanctuary or chapel.
14. Any outdoor signs must be approved by the Session. Other means of advertising in the Church (bulletin inserts, announcements, posters, etc) must be approved by an appropriate Church committee.
15. Alcohol, gambling, illegal drugs, weapons, explosives and fireworks are not permitted anywhere on Church grounds or in its Facilities, nor are political activities or campaign rallies permitted.
16. Animals/pets are not allowed in the Church (other than assistance/guide dogs).
17. Use of the organ, any piano or other musical instrument belonging to the Church must be approved by the Director of Music.
18. Religious activities for any event must be approved in writing by the Session.
19. Keys must be returned to the appropriate lockbox immediately following the event. Failure to do so will result in the security deposit not being returned.

Additional Guidelines for Kitchen Use:

1. All persons or groups using the kitchen will be expected to leave it in a clean, sanitary condition. (This includes stove, sinks, counter tops and floors.)
2. All dishes, silverware, glassware and equipment, if expressly authorized to be used by the Church for the event, will be washed, dried and returned to their original location.
3. Hot items from the stove or oven must not be placed on counter tops without insulating protection beneath them.
4. Trash disposal is the responsibility of the group using the Facilities. Trash containers are to be emptied and the liners replaced. Trash is to be sorted according to City of Charlotte requirements and the bags securely tied and placed in a designated area.
5. Soiled dishcloths and dishtowels are to be collected and placed next to the sink for washing. It is preferred that an individual from the group take these home, launder them and return them to the proper drawer in a timely manner.
6. Commercial catering services and individuals providing such services are required to furnish their own supplies and utensils. They are permitted use of the stove, sinks, refrigerator and work surfaces. They are required to clean all equipment used and are required to remove all trash they generate, from the premises.
7. Do not use the dishwasher unless instructed in its operation and its use has been approved.
8. Do not leave unused food in the refrigerator or freezer.
9. Breakage of equipment or dishes must be reported to the Church office. Costs of replacement or repair of any broken items are the responsibility of the Applicant.
10. Non-Church Members must furnish their own consumable supplies, i.e., cups, plates, plastic cutlery, napkins, etc. for the event.

**The undersigned is the Authorized Representative of Applicant and has the authority to sign on behalf of and bind Applicant. The undersigned, for and on behalf of Applicant and for himself or herself, makes this Application and agrees to be bound by and comply with the foregoing Facilities Use Guidelines if this Application is approved by the Church. The undersigned has reviewed the Facilities requested for reservation and has determined that such Facilities are suitable and safe for Applicant's intended event and purpose.**

\_\_\_\_\_  
Signature of Authorized Representative of Applicant

\_\_\_\_\_  
Date

**RELEASE OF LIABILITY, HOLD HARMLESS AND AGREEMENT NOT TO SUE**

Applicant fully understands that participation in the use of the Facilities and Church property exposes Applicant and its event participants (collectively, "Participants") to the risk of personal injury, death, or property damage. Applicant, for and on behalf of itself and Participants, hereby agrees to assume any such risks. Applicant, for and on behalf of itself and Participants, releases Sharon Presbyterian Church from all liability relating to the Facilities or any of the Church property, including but not limited to liability from the Church's negligence, whether contributory, sole or joint, arising out of or related to this Application or the Church's provision of the Facilities and Church property to the Applicant and Participants. In consideration for being permitted to participate in the use of the Facilities and Church property, Applicant hereby agrees, for itself and for Participants, and its and their heirs, administrators, executors and assigns, that Applicant shall indemnify, defend and hold harmless Sharon Presbyterian Church, its pastors, officers, Session members, employees, members, agents and volunteers (collectively, the "Church") against any liabilities, damages, expenses, claims, demands, suits, fines or judgments (collectively, "Claim"), including but not limited to, reasonable attorney's fees, costs and expenses relating thereto, which may be suffered by, accrued against, charged to or recoverable from the Church by reason of: (i) any Claim arising out of, or relating to the use of the Facilities or any other Church property or any breach (violation) by the Church of any of its obligations hereunder; (ii) any Claim alleging facts that, if true, would constitute a breach of the Church's representations or warranties in this Application; or (iii) any negligence, act, error, omission or misconduct of the Church.

**The undersigned warrants and certifies that he/she is the Authorized Representative of Applicant and has the authority to sign on behalf of and bind Applicant. The undersigned, for and on behalf of Applicant and for himself or herself, has read, understands, agrees, is bound by and will fully comply with the foregoing Release of Liability, Hold Harmless and Agreement Not to Sue.**

\_\_\_\_\_  
**Signature of Authorized Representative of Applicant**

\_\_\_\_\_  
**Date**

If you would like to include your event in our publications, please write a brief announcement below:

|                                   |                     |
|-----------------------------------|---------------------|
| <b><i>For Office Use Only</i></b> |                     |
| Rental Fee:                       | _____               |
| Rental Fee Due Date:              | _____               |
| Paid by: Cash                     | ___ Check # _____   |
| Receipt #                         | _____               |
| COI: _____                        | Release form: _____ |
| Approved By:                      | _____               |

Download form and save to your computer  
When form is complete, email form to [spcsubmit@sharonpcusa.org](mailto:spcsubmit@sharonpcusa.org)  
Please allow up to 2 weeks to be processed and approved