

HARUNDALE PRESBYTERIAN CHURCH
1020 East Way, Glen Burnie, MD 21060
(Office) 410-766-4338 (Fax) 410-766-7543
office@harundalepc.org

APPLICATION FOR USE OF CHURCH FACILITIES

PROCEDURE: Complete, sign, and return this form to the Church office. Your activity, if approved, will be placed on the church calendar and you will be contacted. You are responsible for contacting the office about changes. You may only use those areas for which approval is granted (see reverse side).

Name of Organization _____

Name & Position of Applicant _____

Address _____

Phone _____ Cell _____ E-mail address _____

Day & Date of Use _____

(No approvals for dates more than 6 months in the future unless requested by a standing committee or clergy)

Arrival time to set-up _____ **Time activity will start** _____ **Time activity will end** _____

(No activity may start before 12:30pm while HPWS is in session)

(No activity may start before 2:00pm on Saturdays or Sundays)

(No activity may go later than 9:30pm)

Frequency of use: One Time _____ Weekly _____ Monthly _____

Space Needed: Fellowship Hall _____ Kitchen _____ Kitchenette _____

Library _____ Lounge _____ Other _____

Room 2 _____, 3 _____, 9 _____

Sanctuary* _____ *Must have approval from the Music Director to use any instruments or equipment, prior to application approval.

Nursery** _____ **Groups must provide childcare supervision for Nursery.

Does your event involve children or youth under the age of 18? Yes** _____ No _____

**If Yes, group leader is responsible for reviewing the HPC Child Abuse Prevention and Safety (CAPS) Policy and returning a signed copy of Appendix A: The CAPS Policy Acceptance Form.

Describe the size of group, reason and needs for your meeting: (use separate sheet if necessary)

STATEMENT OF POLICY

Harundale Presbyterian Church, believing in the equality of humankind in the sight of God, invites and welcomes all persons to participate fully in the life of this congregation. Accordingly, it is expected that all organizations using the facilities of our church will abide by and adhere to this policy. If this application is approved, it is understood that the group, its members, and guests, will ensure the following:

1. No smoking anywhere on the property.
2. No alcoholic beverages brought or served on the property.
3. Use only the rooms for which specific permission was given on the front of this form.
4. Leave the property properly cleaned and arranged as it was found by 9:30pm.
5. Remove all trash and place in the outside dumpster in the parking lot.
6. No food or drink, except for closed water containers, is allowed in the Sanctuary. All food must stay in the Kitchen, Fellowship Hall or Lounge.
7. Do not move the musical instruments under any circumstances.
8. No parking in the entrance or exit driveway of the church or public library.
9. Your group will take responsibility for all damages to the building, furniture or equipment used.
10. Your group agrees to indemnify and save harmless Harundale Presbyterian Church, it's employees, officers and members, against any and all claims for personal injury or property damage which may arise or result from the use of this facility. The organization hereby releases said church, its employees, officers and members, from any and all responsibility and liability from such injury or damage.

FAILURE TO CLEAN-UP WILL RESULT IN A CHARGE TO YOUR GROUP FOR ANY CLEANING SERVICES WE MUST PROVIDE.

It will also result in no further use of our facility until all discrepancies are settled.

Failure to comply with the above, will result in access being denied or activities being cancelled.

Signed: _____ Date: _____

CAPACITY: Fellowship Hall: 400 for meetings; 186 for meals
Lounge: 40 for meetings; 30 for meals
Meeting Rooms: 25 maximum

COSTS: HPC Church Sponsored Events: No Charge
HPC Members for private use: No Charge (**subject to facility availability**)
(Donations are accepted to defray expenses.)
All Outside Not-for-Profit Groups Meeting Regularly: No Charge
(Donations accepted to defray expenses, additional charge for Kitchen.)
One-Time or Special Events by Outside Individuals or Groups:
\$50 Security and Lock-up
\$50 Cleaning Fee
(Above Charged to All Events)
\$250 Sanctuary, Fellowship Hall, Lounge or Parking Lot
\$150 Kitchen or Kitchenette for cooking (\$25 refund if properly cleaned)
\$75 Classrooms
\$35 Nursery