



# Application for Building Usage at Greendale People's Church

Greendale People's Church | 25 Francis Street, Worcester, MA 01606  
508.852.7727 | Office@GreendalePeoplesChurch.org

**Important:** Sudden and unforeseen circumstances may necessitate change of room reserved and/or cancellation with very short notice. Church use (i.e. funeral or memorial service including setup time) is "first priority."

Name of Organization:

Date of request:  /  /  Month Day Year Brief description of the event:

### #1 CONTACT PERSON

Name:   
Address Line 1:   
Address Line 2:   
Cell Phone:   
Home Phone:   
E-mail:

### #2 CONTACT PERSON

Name:   
Address Line 1:   
Address Line 2:   
Cell Phone:   
Home Phone:   
E-mail:

### EVENT DETAILS

Estimated # of attendees:

Event start date:  /  /  Month Day Year Event end date:  /  /  Month Day Year

One-time event?  Recurs (Select one): Weekly  Monthly  Quarterly

Please include set-up, clean-up, and load-up time

Event starts at (am/pm):  Event ends at (am/pm):

Day of the week (Select all that apply): Sun.  Mon.  Tues.  Wed.  Thur.  Fri.  Sat.

Months (Select all that apply): Jan.  Feb.  Mar.  Apr.  May  Jun.  Jul.  Aug.  Sep.  Oct.  Nov.  Dec.

### ROOM REQUESTED:

(In the event you have no particular room request, a room will be assigned based on availability and need.)

Genesis Room (1st level)  Eden Room (1st level)  Conference Room (1st level)   
Chapel (2nd level)  Fisher Hall (2nd level)  Friendship Room (2nd level)   
Conference Room (2nd level)  Kitchen (2nd level)  Sanctuary (3rd level)   
Library (3rd level)  Other:

**Please read and understand before signing this building usage form:**

- Use of church facilities by outside organizations as well as non-profit groups will be granted once reviewed. Rental rates will be quoted after approval.
- **"Keeping Doors Locked" & "Buzzer" Policy:** For everyone's safety, please alert everyone involved regarding "buzzer" use for entry.
- **Duplication of Keys is prohibited.** Should you need an additional key, contact the church office. Must fill out a Key Agreement form.
- **"No Smoking Policy":** No smoking on church property including the parking lot. Should any member of any group leave the building area for a "break", please be sure they're not leaving the doors ajar. They'll need to adhere to the "buzzer" policy for re-entry.
- **"Drug Policy":** The use of any explicit illegal substances is strictly prohibited on Church Property. No alcoholic beverages.
- Food and beverages are restricted only to the area approved, if spillage, etc. occurs, alert the office as soon as possible. All areas must be left as found and cleaned of trash and debris. All items brought in must be disposed of or taken. Nothing is to be left in Fridge/Freezer.
- GPC's Instrument and sound equipment use is only allowed as authorized.
- Materials in classrooms are not to be used by any group.
- Children must be supervised at all times and in reserved rooms only.
- Repair of damaged property will be charged to the group using the facility.
- Parties using the facility are responsible for locking doors and closing windows.
- Any postings in/around the church must be approved by the church office.
- All changes of use and time must be confirmed with the church office.
- Any organization or person requesting room use at Greendale People's Church must submit an application thirty (30) days prior to the event date.
- All groups must follow federal, state, and city COVID restrictions in force at the time of the rental.
- All requests must be approved with the exception of:
  - Baptisms, Weddings, or Funeral Services (Pastoral approval only)
  - Use of the Sanctuary or the Chapel

Any group may be asked to leave the building for the remainder of their agreed time for issues relating to but not limited to cleanliness, misuse of facilities, or using items not belonging to their group or organization.

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly. Keys and payment may be dropped off in the mailbox on the Volunteer Office door or the mailbox at the Francis Street entrance.

**I have read and understood the policies regarding the use of the facilities of the Greendale People's Church as set forth on this application and agree to abide by these policies and rules.** I acknowledge the receipt of the rules on the reverse side of the current letter.

SIGNATURE:

DATE:

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**Office use only**

Signature:

Date:

Usage Fee: \$

Agreement effective/end date:

Key given: Yes

No

Key number:

Key date out:

Key date returned:

Key assigned to: