



The Church of the Good Shepherd

315 Highland Terrace, Pitman, NJ 08071

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Event Coordinator: Claude Coulson

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Third Party Non-Church Event – Building Use Application – For Meetings and Parties

Families, Individuals and Not-for-Profit Organizations are able to rent with approval from the Rector

For your event request to move forward, please complete the areas below to the best of your ability and submit them to our Event Coordinator.

Title of Event:		Proposed Event Date:	
Point Person: (Must be accompanied by a Church Member)		Contact Phone:	
Contact Email:		Purpose:	
Event Start Time:		Event End Time:	
Estimated attendance: Adults _____ Children _____			
DESIRED LOCATION(S)	Parish Hall (Capacity; 190 standing, 160 w/chairs & tables)		
	Kitchen (Capacity; 12)		
	Conference Room (Capacity; 20)		
	Other		
FACILITIES NEEDED *Vestry has adopted the GREEN INITIATIVE. In order to ensure efforts to minimize eco impact, please contact a member of the Green Ministry for further assistance and recommendations.	Kitchen (non-cooking)		
	Kitchen (cooking)		
	Tables – How Many		
	Chairs – How Many		
	A/V Equipment (i.e. projector, microphones, DVD/Blu-ray player) (Please note this requires a qualified individual to operate) (\$75 rental fee)		
	Other		
SEXTON SERVICES (circle one)	Table Setup: Not needed Square Rows Other:		
	Chair Setup: Not needed Chairs only Chairs with tables		
BUILDING ACCESS:		Your primary church contact to unlock and secure the facilities NAME:	

PERMITS AND INSURANCE

Provide proof of insurance coverage for event? (i.e. umbrella policy for personal injury, liability, transportation)

GENERAL CONDITIONS

- Alcoholic beverages cannot be sold on the premises
- Alcoholic beverages may be served during certain functions as approved by the Rector
- Raffles and games of chance are not permitted
- Only service animals are allowed in the building except with the permission of the Rector
- The Good Shepherd facilities are smoke and drug free
- The Church may require certain groups to provide a Certificate of Insurance with Good Shepherd listed as loss payee
- The event coordinator must be notified of any changes to this agreement
- Lights should be turned off, doors locked, and the building secured after the meeting or event.

I understand and agree to the guidelines for the use of the Good Shepherd facilities. I have read the Good Shepherd Safe Sanctuaries Information (*Available on: www.goodshepherdpitman.org*). I confirm the information provided is correct.

Signature of Applicant

Date

Print Name of Applicant

For Office Use:

Certificate of Insurance Received: _____ Information Sent to User _____

Request Approved: _____ Request Denied: _____

GUIDELINES & INFORMATION FOR USE OF THE CHURCH OF THE GOOD SHEPHERD FACILITIES

All of our Church facilities are to be seen as a gift from God and we are to be responsible stewards in the care and use of them therefore, you are asked to respect the facilities as if they were your own home.

1. All scheduling must be done through the Event Coordinator.

- Good Shepherd members wishing to use the facilities for special occasions (i.e., Anniversary parties), will need to complete a “**NON-CHURCH EVENT APPLICATION FORM**”.
- The application, once received by the Event Coordinator, will be acted upon within 5 business days in most cases.

2. Fees

Guides for Facility and Staffing Fees:

Exemptions can be made at the discretion of the Rector.

Classrooms	\$50
Conference Room	\$50
Parish Hall (includes kitchen access but without cooking)	\$100/event if less than 4 hours; add \$20/hr for each additional hour <i>Subject to Annual Review by Good Shepherd Vestry & Wardens</i>
Kitchen Use	\$100
Sexton	\$75

3. Safety and Security

- Please stay in the area of the building which is reserved. Children must be carefully supervised. All groups involving children or vulnerable adults will receive and comply with this Policy. **THERE MUST BE A MINIMUM OF 2 ADULTS WHEN CHILDREN ARE PRESENT. WHEN EXCEEDING 10 CHILDREN, AN ADDITIONAL ADULT MUST BE PRESENT.**
- All individuals must exit the building should the fire alarm sound. A representative must be available to talk with officials.

4. Parish Hall and Kitchen

- A First Aid Kit is in the kitchen in the cabinet over & to the right of the large stove. Additional emergency supplies are to be found in the lower cabinet in the hallway outside the Handicap bathroom.
- Use *only* removable, non-marking tape on walls and/or floor.