

NEWINGTON BAPTIST CHURCH

FUNERAL USE – FACILITY USAGE FORM Non-Member (rev. 3_14_2026)

6169 Main Street, Gloucester, VA 23061

Phone: (804) 693-2349

SUBMISSION REQUIREMENT

The Funeral Coordinator must submit this completed form to the Newington Baptist Church Administrative Assistant within 4 days of completion with the Responsible Party/Family Contact. Prompt submission is required so the funeral can be placed on the Newington calendar as soon as possible.

Submission Contacts

- **Funeral Coordinator:** Doug Hull – Phone Number: (804) 815-3314
- **Administrative Assistant:** Angie Grella - Phone Number: (804) 693-2349

You will receive written confirmation once the funeral is officially scheduled.

Note: For non-member funerals, the Funeral Coordinator will handle all responsibilities, including planning, communication, setup, hosting, and cleanup.

SECTION 1 – RESPONSIBLE REQUESTER & FAMILY CONTACT

- Name: _____
- Email Address: _____
- Address: _____
- Daytime Phone: _____
- Evening Phone: _____
- Deceased Name: _____
- Funeral Home: _____
- Casket or Cremation (circle one):
- Church Affiliation or Sponsoring Newington Baptist Church Member:

- Date(s) of Event: _____
- Time of Event (include 1-hour viewing before service): _____

SECTION 2 – ROOMS REQUESTED

(Circle all that apply)

Sanctuary • Fellowship Hall • Gym • Kitchen • Family Room

SECTION 3 – AUDIO / VISUAL NEEDS

(Only Newington technicians may operate church audio/video equipment.)

Circle all that apply:

- Handheld/Pedestal Microphone(s)
- Lapel Microphone (minister)
- Slideshow or Video Clip

- Digital Accompaniment Tracks
- Piano
- Organ
- Drums
- Other Instruments (specify): _____
- None

Note: Slideshow/video playback and instrument use are subject to technician availability. Tech availability will be confirmed in writing. Any requests beyond the microphone must be submitted to the technician.

SECTION 4 – SETUP & ADDITIONAL SERVICES

Fellowship Hall / Gym Setup (if applicable)

Seating for: Fellowship Hall: 60 / Gym: 300

Additional Needs (subject to availability)

- Pastor/Officiant needed? Yes / No
- Pianist needed? Yes / No

Pastor and pianist availability are not guaranteed and will be confirmed in writing.

SECTION 5 – BUILDING ACCESS & LOGISTICS

Primary Contacts for This Funeral

- Funeral Coordinator: Doug Hull – Phone Number: (804) 815-3314
- Administrative Assistant: Angie Grella - Phone Number: (804) 693-2349

Building Access Instructions

The Funeral Coordinator will arrange:

- Unlocking/locking times
- Arrival instructions for Funeral Home staff
- Setup and teardown schedule
- Florist / Delivery Instructions
 - All deliveries must be coordinated with the Funeral Coordinator.
Delivery Window: _____
- Parking Instructions
 - Special weekday parking needs or restrictions will be communicated by the Funeral Coordinator.

SECTION 6 – PAYMENT INFORMATION

Payment from the Funeral Home or the responsible family member to Newington Baptist Church is due on the day of the funeral. Checks payable to: **Newington Baptist Church**

SECTION 7 – FACILITY FEES

Facility fees cover operational costs, building maintenance, staff support, A/V tech operation, and post-event restoration.

Facility Fees (check all that apply)

- \$1,000 Sanctuary Fee
(Includes Sanctuary, Family Room, A/V Tech, platform breakdown/reset, Funeral Coordinator)
- \$500 Gym (seats 300 when set up)
- \$300 Fellowship Hall & Kitchen
- \$200 Fellowship Hall Only (seats 60 when set up)
- \$100 Kitchen Only

Personnel Services (subject to availability)

- \$200 Pastor/Officiant (if required)
- \$150 Pianist (hourly rate)

Table/Chair Setup

- \$100 Gym
- \$100 Fellowship Hall

TOTAL Newington Facility Use Fees: \$ _____

SECTION 8 – GENERAL FACILITY RULES & REPRESENTATIONS

1. Use of the property must comply with the Church’s Constitution, Bylaws, Doctrinal Beliefs, and other religious doctrines.
2. Use is limited to the rooms requested and adjacent common areas.
3. Alcohol, tobacco, vaping, and illegal drugs are prohibited.
4. Foul language, weapons, gambling, and threats of violence are prohibited.
5. Food and drinks are allowed only in the Fellowship Hall or Gym.
6. No screws, nails, or damaging attachments may be used.
7. User agrees to indemnify and hold harmless Newington Baptist Church.
8. A walk-through with church staff is required after the event.
9. User agrees to communicate these rules to all attendees.
10. User acknowledges the contagious nature of COVID-19 and assumes risk.
11. No childcare is provided; children must be supervised.
12. Groups involving minors must follow the Child Protection Policy.
13. Church functions take priority; rescheduling may be required.
14. User must notify the church promptly if canceling.
15. Disputes will be resolved through Christian mediation or arbitration.

SECTION 9 - SIGNATURES

Responsible Person / Family Contact

Signed: _____

Date: _____

Newington Baptist Church Funeral Coordinator

Approved / Disapproved

Signed:

Date:
