

# NEWINGTON BAPTIST CHURCH – Church Member Form

## FUNERAL FACILITY USAGE FORM – Church Member Only (rev. 3\_14\_2026)

6169 Main Street, Gloucester, VA 23061

Phone: (804) 693-2349

### SUBMISSION REQUIREMENT

**The Family or responsible party must submit this completed form to the Newington Baptist Church Administrative Assistant within 1 days of completion with the Family Contact/Responsible Party information. Prompt submission is required so the funeral can be placed on the Newington Baptist Church calendar as soon as possible.**

### Submission Contacts

- **Administrative Assistant:** Angie Grella - Phone Number: (804) 693-2349  
(Office Hours (9:00am to 3:00 pm Monday-Thursday))
- **Funeral Leader/Clergy:** Pastor Chris Grella – Phone Number: (804) 693-2349

You will receive confirmation once the funeral is officially scheduled.

Note: For Newington Baptist Church member funerals, the Pastor and the Deacons will serve as the primary contacts and Funeral Leader/Clergy for the family. They will walk with the family through all planning, provide support before and during the funeral, and be fully responsible for guiding the family throughout the process. This allows the Hostess Committee to focus on preparing the fellowship hall or gym, hosting the family during the gathering, and managing all setup and cleanup if required.

### SECTION 1 – RESPONSIBLE REQUESTER & FAMILY CONTACT

- Name: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Address: \_\_\_\_\_
- Daytime Phone: \_\_\_\_\_
- Evening Phone: \_\_\_\_\_
- Deceased Name: \_\_\_\_\_
- Funeral Home: \_\_\_\_\_
- Casket or Cremation (circle one): \_\_\_\_\_
- 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
- Piano
- Organ
- Drums
- Other Instruments (specify): \_\_\_\_\_
- None

Note: Slideshow/video playback and instrument use are subject to technician availability.

Any requests beyond the microphone must be submitted to Newington Baptist Church 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 are subject to availability.

#### **SECTION 5 – BUILDING ACCESS & LOGISTICS**

Primary Contacts for This Funeral

- **Administrative Assistant:** Angie Grella - Phone Number: (804) 693-2349
- **Funeral Leader/Clergy:** Pastor Chris Grilla – Phone Number: (804) 693-2349

Building Access Instructions

The Funeral Leader/Clergy will arrange:

- Unlocking/locking times
- Arrival instructions for Funeral Home staff
- Setup and teardown schedule
- Florist / Delivery Instructions
  - All deliveries must be coordinated with Funeral Leader/Clergy or assigned Deacon.  
Delivery Window: One (1) hour before visitation
- Parking Instructions
  - Special weekday parking needs or restrictions will be communicated by the Funeral Leader/Clergy or assigned Deacon

#### **SECTION 6 – FACILITY FEES**

There is no facility cost fee for Newington Baptist Church members.

#### **SECTION 7 – 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 8 - SIGNATURES**

Responsible Person/Family Contact:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Newington Baptist Church

Approved/Disapproved

Signed: \_\_\_\_\_

Date: \_\_\_\_\_