

NEWINGTON BAPTIST CHURCH

GENERAL USE – FACILITY USAGE FORM

6169 Main Street, Gloucester, VA 23061

Phone: (804) 693-2349

SUBMISSION REQUIREMENT

The Requester must submit this completed form to the Newington Baptist Church Administrative Assistant within 10 days of receiving it. Submission is required before the event can be placed on the church calendar and before any facility access is approved.

Submission Contacts

- Administrative Assistant: Angie Grella – Phone Number: (804) – 693-2349
- Building Use Coordinator: Ronald Michaud – Phone Number: (804) – 832-6959

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

SECTION 1 – REQUESTER INFORMATION

- Requester's Name: _____
- Email Address: _____
- Address: _____
- Daytime Phone: _____
- Evening Phone: _____
- A half-hour set-up/clean-up period is given for each event. If more set-up time is required, please contact coordinator.

Sponsoring Newington Church Member

- Sponsoring Member? Yes / No
- If yes, Member's Name: _____

Liability Insurance

(Circle one) Yes / No

If yes, Insurance Company: _____

Event Details

- Date(s) of Event: _____
- Is this a one-time event? Yes / No
- If repetitive, number of events (multiplier): _____
- Time & Hours of Event: _____
- Description of Activity:

SECTION 2 – ROOMS REQUESTED

(Circle all that apply)

Sanctuary • Fellowship Hall • Gym • Kitchen • Other: _____

SECTION 3 – AUDIO / VISUAL NEEDS

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

Circle all that apply:

- Handheld Microphone(s)
- Lapel Microphone
- CD/MP3 Player
- Slideshow or Video Clips

Note: A/V support is subject to technician availability and will be confirmed in writing.

SECTION 4 – SETUP & ADDITIONAL SERVICES

Room Setup (if applicable); see Facility Fees section for occupancy limits

- Fellowship Hall seating for: _____
- Gym seating for: _____

Personnel Services (subject to availability)

- Pianist needed? Yes / No
- A/V Tech needed? Yes / No

SECTION 5 – BUILDING ACCESS & LOGISTICS

Primary Contacts for This Event

- Administrative Assistant: _____ Phone: _____
- Building Use Coordinator: _____ Phone: _____

Building Access Instructions

The General Use Coordinator will arrange:

- Unlocking/locking times
- Arrival instructions for event staff or volunteers
- Setup and teardown schedule

Florist / Caterer/ Delivery Instructions

All deliveries must be coordinated with the Building Use Coordinator.

Delivery Window: _____

Parking Instructions

Special weekday parking needs or restrictions will be communicated by the Building Use Coordinator.

SECTION 6 – PAYMENT INFORMATION

Payment from the Responsible Party to Newington Baptist Church is due before the event occurs unless other arrangements are made with the Coordinator. (Exceptions: routine events, practices, etc). 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)

- \$500 Sanctuary
- \$500 Gym (seats 300 when set up) – one-time use
- \$15 per hour Gym (for practices or routine events)
- \$300 Fellowship Hall & Kitchen
- \$200 Fellowship Hall Only (seats 60 when set up)
- \$100 Kitchen Only
- \$100 each – Other Rooms (Family/Media Room, etc.)

Personnel Services (subject to availability)

- \$150 Pianist (hourly rate)
- \$150 A/V Tech (hourly rate)
- \$150 Sanctuary platform breakdown/reset (if needed)

Table/Chair Setup

- \$100 Gym
- \$100 Fellowship Hall

Event Coordination

- \$45 Other Event Coordinator (per event)

TOTAL Newington Facility Use Fees: \$_____

SECTION 8 – GENERAL FACILITY RULES & REPRESENTATIONS

1. Use 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. If user will have food/drinks at event, or for events open to the public, please discuss with the Building Use Coordinator for expectations for clean-up.
7. Doors to the facility should not be propped open except for loading/unloading. Contact the Building Use Coordinator if there is any problem with key, lock or door.
8. In case of injury, illness, or emergency, notify Building Use Coordinator. First Aid kits are available in the kitchen and gym. Proper sanitizing is expected.
9. No screws, nails, or damaging attachments may be used.
10. User agrees to indemnify and hold harmless Newington Baptist Church.
11. A walkthrough with church staff is required after the event.
12. User agrees to communicate these rules to all attendees.
13. User acknowledges the contagious nature of COVID-19 and assumes risk.
14. No childcare is provided; children must be supervised.
15. Groups involving minors must follow the Child Protection Policy.
16. Church functions take priority; rescheduling may be required.
17. User must notify the church promptly if canceling.
18. Disputes will be resolved through Christian mediation or arbitration.
19. Access combination to the gym must be kept confidential by the individual requestor (*unless given permission by Building Use Coordinator*). If individual requestor is not available to open the building, Building Use Coordinator should be contacted. Using the facility outside of agreed *or rescheduled times* without permission from the Building Use Coordinator violates the agreement and may result in cancellation or an extra fee.

SECTION 9 – SIGNATURES

Responsible Person / User Contact

Signed: _____

Date: _____

Newington Baptist Church Building Use Coordinator

Approved / Disapproved

Signed: _____

Date: _____