

# Application For Use of GCAC Facilities

Date of Application: \_\_\_/\_\_\_/\_\_\_

Name of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone # \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Address of Applicant/Organization: \_\_\_\_\_

Person(s) Responsible For Event: \_\_\_\_\_ Telephone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

**NATURE OF EVENT:**      Wedding      Recital      Others \_\_\_\_\_

**FEES:**

	<b>GCAC Member</b>	<b>Other Individual</b>	<b>Other Christian Organization</b>
Sanctuary Community Center	\$160.00	\$190.00	\$160.00
Classroom	\$80.00	\$95.00	\$80.00
Kitchen	\$20.00	\$25.00	\$20.00 each
Sound Room <sup>(1)</sup>	\$20.00	\$25.00	\$20.00 each
Piano (recitals only)	\$70.00/hr	\$95.00/hr	
Clean up (when needed) <sup>(2)</sup>	\$75.00	\$75.00	\$75.00 each
Printing	\$60.00	\$60.00	\$60.00
Honorarium (one speaker)		\$100.00	\$100.00
		\$300.00	\$300.00

The above amounts entitle the applicant use of the facilities for up to three hours. Fees for additional time will be charged on an hourly basis, based on the initial rate (e.g. \$40 an hour for the sanctuary) up to a maximum of six hours.

Security Deposit \_\_\_\_\_ Fee Agreed Upon \_\_\_\_\_

Date of Event (3) \_\_\_\_\_ Hours: \_\_\_\_\_  
Rehearsal Date \_\_\_\_\_ Hours: \_\_\_\_\_  
Decoration Date \_\_\_\_\_ Hours: \_\_\_\_\_  
Others Date \_\_\_\_\_ Hours: \_\_\_\_\_  
No. of Guests: \_\_\_\_\_ Total : \_\_\_\_\_

*The undersigned agrees to abide by the conditions and rules set forth in the Facilities Policy and list of instructions for the use of Gaithersburg Chinese Alliance Church. The undersigned will assume full responsibility for damage, loss, or any other liability that should occur from the use or misuse of the facilities. GCAC reserves the right to permit or terminate any use of its facilities by the above named group or individual.*

Signature of responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

Note: (1). The sound room is normally not available to non-GCAC members for rental. If you need to use the sanctuary sound room, please contact the church administrator by email (welcome@gcacmd.org), by phone (301-869-8343) or by fax (240-454-5607).  
(2). Please submit a \$60 check payable to GCAC as a deposit for clean up. In case you cannot do the clean up or cannot clean up properly, this fee will be used to pay a custodian to do the job properly for you. If you are able to clean up properly, this check will be refunded to you.  
(3). Please submit applications by no later than one month prior to the date requested to avoid any potential conflict of schedule.

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FOR OFFICIAL USE ONLY

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

Rental Amount: \_\_\_\_\_

Remarks:

# GCAC Facilities Policy

## **Statement of Purpose:**

Events sponsored by the Gaithersburg Chinese Alliance Church (hereinafter "GCAC") have first priority for use of the GCAC facilities. The following policy establishes the basic guidelines for using the GCAC facilities.

## **Groups or Persons Eligible to Use Facilities:**

1. When not in use by GCAC, facilities may be available for use for Christian activities or activities that are not contrary to GCAC mission and bylaws. An application shall be submitted to the GCAC office at least four weeks in advance.
2. GCAC members and regular attendees.
3. Any other group or person will be accepted on a case-by-case basis upon approval by the Board of Trustees and the Governing Board.

## **Policies for renting GCAC Facilities:**

1. GCAC facilities will not be available for rental on a regular basis by any group or person unless the Governing Board makes an exception.
2. All applications are subject to approval by the Governing Board.
3. Availability is on a first come first served basis and may be subject to change and availability of facility personnel. Additionally, adverse weather conditions (e.g. snow / ice storm) may cause GCAC facilities to shut down. If this happens, the applicant can work out a make-up date with GCAC or request a refund.
4. Rental fees and application for funeral events are waived if the deceased is a Christian AND has affiliation with GCAC (either a congregant of GCAC or the relative of a GCAC congregant).

## **General Guidelines for Behavior:**

1. Appropriate decorum is expected of all users. Groups using the building must be governed by the standards accepted by church members.
2. No alcoholic beverages or smoking is permitted in the church or on church property at any time.
3. All solicitations (e.g., member participation or financial support) from activities other than GCAC ministries is not allowed, unless permission is granted from the Governing Board.
4. All activities must be in accordance with biblical standards, hence no illegal or immoral activity will be tolerated.

## **Care of Facilities:**

Please obtain a list of instructions from the Facilities Director for the use and care of the facilities. This list should contain what you need to care for and what we will provide.

## **Responsibilities:**

1. GCAC *is not* responsible for any injury or personal losses incurred during your activity.
2. As the signer of the application for church use, you assume full responsibility for the actions of the group at all times. Please report any damage to the Facilities Director. Satisfactory compensation must be made for any damage caused by your group. If you will not be at the reserved function, please appoint someone to take your place, and make sure that person is aware of all guidelines.
3. Whenever children are present, a minimum of two responsible adult caregivers must be present. They must ensure that children remain in the reserved areas and are under supervision at all times. The caregivers must remain until all children have been picked up.

All checks should be made payable to the Gaithersburg Chinese Alliance Church. Please indicate on your check, the group, facility, and date that the payment is for.

Use of GCAC equipment, except the sanctuary grand piano for recitals, is included in the rental fee. Check with the Facilities Director for a list of available resources.

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

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

(Updated on Nov 2022)