



Application: Request for using Greenville Alliance Church Buildings/Grounds

Note: The application must be submitted one month prior to requested date.

Date Application Submitted: ____/____/____

Building/Facility Requested (circle): Fellowship Hall ALC Worship Center Other _____

Person submitting application: _____ Date of Event: ____/____/____

(Please print.)

Phone Number: _____ E-mail address: _____

Ministry or organization requesting use of building(s): _____

Explain the purpose for the activity or event: _____

Describe in detail the activity or event: _____

Contact person for the activity/event: _____

Phone # _____

Will there be any fee charged for participants attending the activity/event? (circle one) Yes No

If so, what amount _____

Describe what the proceeds will be used for: _____

Estimated number of people participating _____ Age range _____

Dates and times you will need access to the building:

Date ____/____/____ Time open: _____ Time closed: _____ (Note AM or PM)

List of needed equipment/access (please circle and list number)

Will you need tables? Yes No How many? _____ Will you need chairs? Yes No How many? _____

Please list any other needed equipment: _____

Will you need access to the kitchen? Yes No

Note: The kitchen is a serving kitchen only: ovens and stoves are not available for food preparation.

(see other side)

Please provide the signatures and addresses of two responsible parties of your ministry, group or organization who will accept responsibility for adherence to the GAC policy governing the use of building/grounds. By signing, you acknowledge that you have read the policy and understand and agree to enforce the guidelines and conditions stated in the policy.

Responsible Party Name and Address:

Name (Printed): _____	Name (Printed): _____
Address: _____ _____	Address: _____ _____
Phone Number: _____	Phone Number: _____
E-mail Address: _____	E-mail Address: _____
Signature: _____	Signature: _____

Method of donation upon approval and prior to the event or * included with the application. Checks should be written to Greenville Alliance Church. (*If submitting monies with the application they will be returned if the application is not approved.)
Thank you.

(check one:)	<input type="checkbox"/> cash
	<input type="checkbox"/> check _____ #

****Attach necessary clearances for all adults (if applicable) and copy of Insurance of liability.**

For GAC Director (s) / Governance Authority Use Only

Approval granted by: _____ Date ____/____/____
(ALC Director)

If Needed:
Approval granted by _____ Date ____/____/____
(Secretary of Governance Authority or Pastor)

Application not approved: _____ Date ____/____/____

Supervisor(s) assigned to oversee activity/event: _____

Person responsible for security check and locking doors: _____

ASSESSMENT (Please provide a written observation of the activity/event and if the people responsible adhered to the guidelines of the policy on use of the building and grounds)