Gilbert Presbyterian Church
Facility Rentals

July 1, 2025

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1. Our Facilities

Gilbert Presbyterian Church is located at 235 E Guadalupe Road. Situated on the Southeast corner of Guadalupe Road and Palm Street in Gilbert Arizona. The Sanctuary and the Palmer Center are available for meetings, classes, weddings, funerals, memorial services, recitals and other ceremonies.

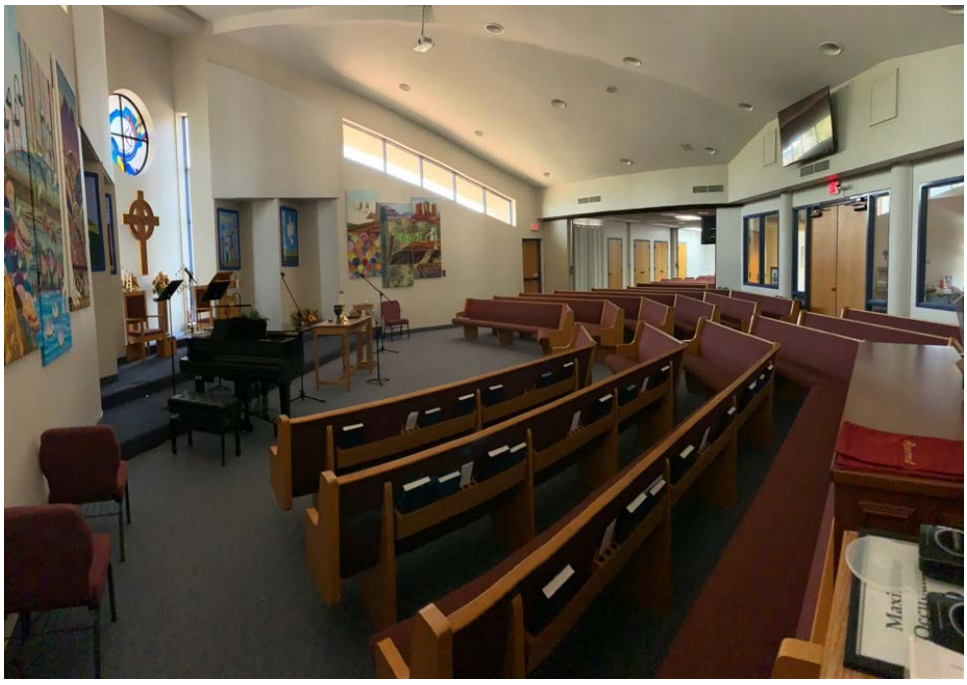
We are delighted that you are considering our facilities for your sacred event, rite of passage, recital, class, meeting, or party. We have significant experience in hosting a wide range of events and look forward to helping you as you plan yours.

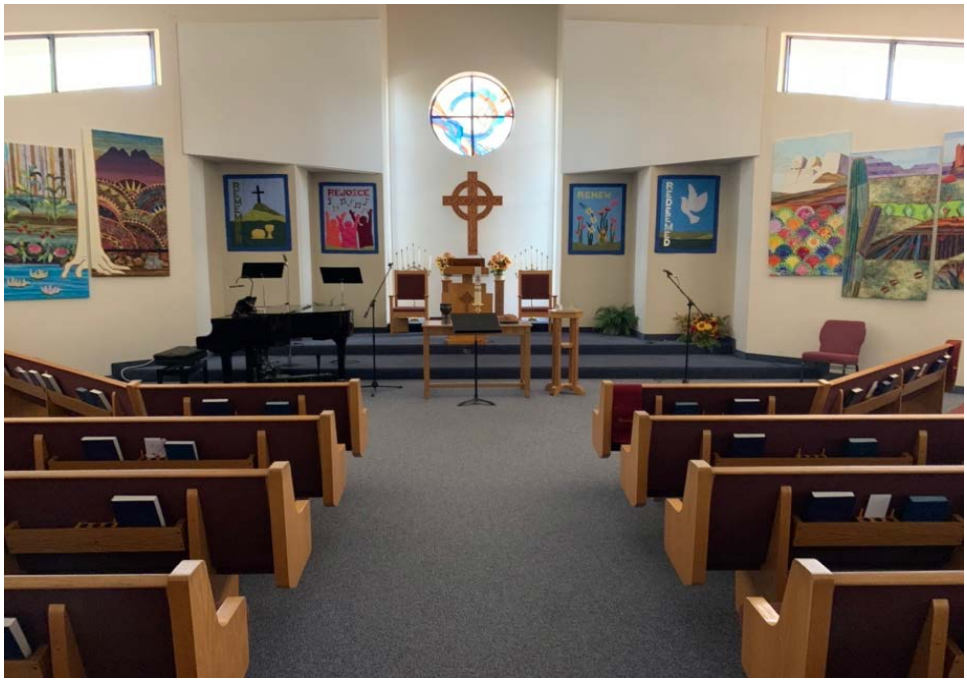
We encourage you to schedule a tour of our buildings and grounds if that is convenient. To do so please call our office at 480-892-6753 or send an email to azgpcoffice@gmail.com and we will respond promptly.

1.1 Sanctuary Building

Sanctuary

The sanctuary seats 120 people. Up to 170 people can be accommodated if the church's overflow seating area is opened up. Restrooms are conveniently located off the Narthex.





Kitchenette

Adjacent to the overflow area in the Sanctuary is a well-equipped kitchenette for serving pre-cooked food and drinks for all occasions. The kitchen includes a stove and oven, microwave, double sink, ample countertop space, coffee makers, pots and pans, and cooking utensils.

1.2 The Palmer Center

The Palmer Center, built in 2000, is on the east side of the church campus. The Center includes Falkenstine Hall, meeting rooms, breakout rooms and a nursery. There is also a fully equipped kitchen and an outdoor patio. Rooms may be rented individually.

Falkenstine Hall

This large function room can accommodate 120 personnel in auditorium type seating or 80 personnel at tables. The space is a perfect venue for wedding receptions, celebrations, family reunions, birthday parties, and business functions. It is also available for exercise, yoga, and dance classes. Many factors influence the seating capacity such as space for a stage, a platform or for a food service area.

Kitchen

Adjacent to Falkenstine Hall is a well-equipped kitchen for serving pre-cooked food and drinks for all occasions. The kitchen includes a stove and oven for warming food items, a commercial-grade dishwasher, double sink, microwave, ample countertop space, coffee makers, pots and pans, and cooking utensils

Meeting Rooms and Breakout Rooms

There are also meeting rooms, breakout rooms and a nursery available for rent in the Palmer Center.

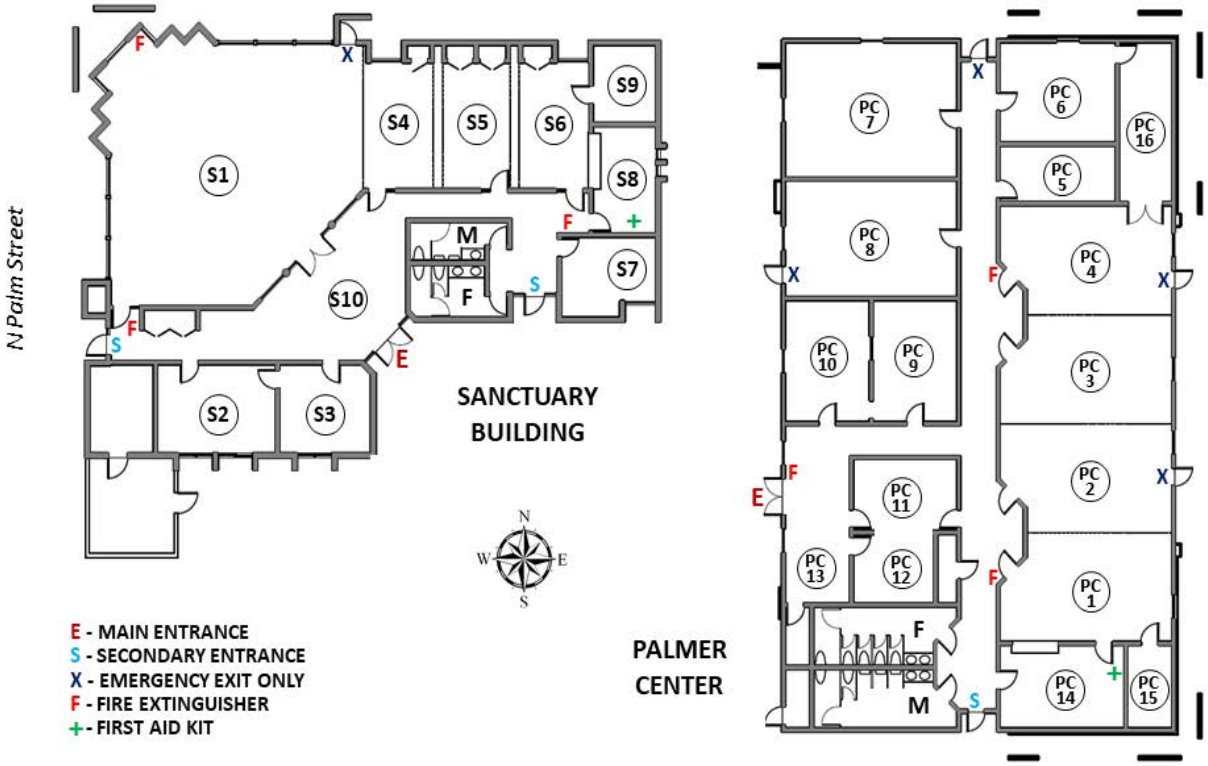
Nursery Rooms

2. Floor plans of the Church and the Palmer Center

Gilbert Presbyterian Church
235 E Guadalupe Rd, Gilbert, AZ 85234

E Guadalupe Road

N Palm Street



S-1 Sanctuary Seating	
S-3 Staging Area	
S-4,5,6 Overflow Seating	
S-8 Kitchenette	
S-9 Meeting Room	
S-10 Narthex/Entrance	

PC-1,2,3,4	Falkenstine Hal
PC-6,7,8	Meeting Rooms
PC-9,10	Nursery Rooms
PC-11/12	Meeting Rooms
PC-14	Kitchen

3. Renting Our Facilities

Those wishing to use our facilities are strongly encouraged to make reservations in a timely manner to best ensure availability on your preferred date(s). Rental of Gilbert Presbyterian Church facilities is initiated by application and must be approved by our governing board. We encourage you to schedule a tour of our buildings and grounds if that is convenient. To do so please call our administrative office at 480-892-6753 or send an email to azgpcoffice@gmail.com and we will respond promptly. We can assist you in finding the perfect space in our facilities for your sacred event, rite of passage, class, meeting, or party. We will also provide information on what the various pricing options are based upon the event you have in mind.

Renter Checklist for Reservations

1. Call our administrative office at 480-892-6753 or send an email to azgpcoffice@gmail.com to check date/space(s) availability. Event will be tentatively placed on the Church calendar for 30 days.

2. To confirm your date and reservation, complete the appropriate Facilities Reservation Request form located in one of the following chapters of this booklet:

   Section 4 - Meetings, classes, special events: Individual / Organization

   Section 5 - Weddings: Wedding Service

   Section 6 - Memorial Services/Funerals: Memorial / Funeral Service)

3. Submit the completed request to azgpcoffice@gmail.com for approval.

4. Upon approval by the GPC governing board, complete the GPC Facility Rental Agreement and return it to GPC for review and final signature. All documents to be completed by the tenant are contained in Section 7 of this brochure.

4. Individual / Organizational Events

Welcome

Gilbert Presbyterian Church is pleased to offer to individuals and organizations the use of its facilities to conduct your meetings, classes, recitals, ceremonial gatherings and other events. We have rooms available to serve your many needs The Palmer Center can accommodate up to 80 people at tables and 120 using aisle seating. Smaller meeting rooms and break out rooms are also available for your special needs. The Sanctuary Building also has a conference area which will accommodate 50 people using aisle seating. To schedule a tour of our buildings and grounds please call our administrative office at 480-892-6753 or send an email to azgpcoffice@gmail.com and we will respond promptly to help you to find the perfect space in our facilities for your particular event.

Reservations

To reserve a space at our facility please call our administrative office at 480-892-6753 or send an email to azgpcoffice@gmail.com to check date/space(s) availability. Your event will be tentatively placed on the Church calendar for 30 days.

Complete the attached Facility Reservation Request form for Individual/Organization's and submit it to azgpcoffice@gmail.com for approval. Upon approval by the GPC governing board, complete the GPC Facility Use Agreement contained in the Appendix of this brochure and return it to the GPC administration office for review and final signature

Fees

We will provide information on what the various pricing options are based upon the event you have in mind. Fees are based on the number of room(s) requested and the number of days requested each month. Our contract year runs from January through December with renewals required for each succeeding year,

Tenants under an annual contract shall be invoiced for payment at the beginning of each month.

One event tenants shall be invoiced a minimum of two weeks prior to the scheduled event.

Payments.

Invoices are typically sent out at the beginning of each month. All tenants shall be invoiced monthly for the amount stated in their agreement whether the facility is used or not.

Cancellation and Refunds

Tenants shall give the church written notice of their intent to vacate the facility if they wish to depart before the end of the contract period. A one-month charge will be required to leave before the end of the contract period.

Acknowledgement of Use Policies

Tenants must read the GPC Facility Rental Policy and Facility Rental Guidelines and agree to the terms of their use. Signing the Facility Rental Agreement is considered acknowledgement of and compliance with the GPC Facility Use Policies and Guidelines.

Gilbert Presbyterian Church
Facility Rental Request
Individual / Organization

Date: _____

Facility Use No.: GPC - _____

Contracting Individual or Organization (Tenant). If this rental is for an organization, please provide the organization's name and address below:

Requestor's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____+_____

Phone #: Cell: _____ Home: _____ Business: _____

Email: _____

Organization's office holders and leaders (along with contact information)

_____

_____

Organization's Purpose and Mission: _____

_____

_____

Organization's Web Site: _____

Affiliation: Please check whether you are a:

☐ Church Member ☐ Non-Member ☐ Church-Sponsored Ministry

☐ Non-Member Group / Organization ☐ Non-Profit (501c3) ☐ Other (Describe)

_____

Approximate number of people who will be participating Adults: _____ Youth (18 and under): _____

Describe activities the rental space is to be used for:

_____

_____

_____

_____

_____

Gilbert Presbyterian Church
Facility Rental Request
Individual / Organization
(Continued)

Date: _____

Facility Rental No.: GPC - _____

It is requested by the above person or organization that the following church facilities be made available to them on the dates and times specified below.

Date(s) & Times requested: Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Facility Rooms Requested:

Church: ___ S-1 / S10 / S-4 ___ S-5 / S-6 ___ S-8

Palmer Center: ___ PC- 1 ___ PC-2 ___ PC-3 ___ PC-4 ___ PC- 5 ___ PC-6
___ PC-7 ___ PC- 8 ___ PC-9 ___ PC-10 ___ PC-11/12 ___ PC-14

Staff Services Requested:

Pastor: _____ Pianist/Organist: _____Event Coordinator _____

Special Music: _____ A/V Services: _____Custodial Fee: _____

Fees:

Facility Rental Fee: $ _____

Staff Services Fee: $ _____

Refundable Fees: Security Deposit: _____ Key Deposit: _____

Total Fee: $_____ = Facility Room Fee: + Staff Service Fees + Refundable Fees

<u>Important:</u>

The rental agreement consists of the following documents: (1) GPC Facility Rental Agreement, (2) GPC Facility Rental Request, (3) GPC Facility Rental Guidelines, and (4) GPC Facility Rental Policy. I have read these documents and understand the terms set forth therein and agree to abide by them: Signing the Facilities Rental Agreement is considered acknowledgement and acceptance of the tenant's responsibilities.

Requestor:

Signed: _____ Date: _____

Session/Church Action:

( ) Approved Date: _____ ( ) Disapproved Date: _____

Organization notified by: ( ) phone ( ) letter ( ) in person ( ) email

Date notified: _____Individual Notified: _____Notified By: _____

Date Liability insurance certificate received: _____

5. Weddings

Planning Your Wedding

We are delighted to share our beautiful sanctuary for your special event. We welcome both members and non-members of the church to exchange vows of commitment here. Our facilities can accommodate both your wedding ceremony and your celebration reception. The sanctuary can comfortably seat up to 120 guests in pews. 170 if the overflow area is included. The Palmer center is available for a reception following the wedding. It can comfortably provide seating for 80 guests with tables and chairs set up.

Please familiarize yourself with our facilities and amenities, as well as our guidelines and requirements for use. These are provided in Section 7 of this document. We encourage you to arrange a tour of our lovely church facility and the Palmer Center. To do so please call our administrative office at 480-892-6753 or send an email to azgpcoffice@gmail.com and we will respond promptly.

Meeting with the Pastor

Weddings at Gilbert Presbyterian Church are conducted by the GPC Pastor. Any change to this shall require the approval of the GPC Pastor. Please make an appointment via email to azgpcoffice@gmail.com or by telephone at 480-892-6753 to meet with our Pastor early in your planning process.

Rental of the Sanctuary includes:

1. The Sanctuary, Overflow and Narthex
2. Kitchenette (at back of the Overflow area, perfect for light refreshments and coffee)
3. Dressing/changing area.
4. Piano/Organ
5. Professional sound system*
6. Live streaming of ceremony - Public or Private viewing.

- Tech support require

Rental of the Palmer Center includes:

1. Falkenstine Hall
2. Kitchen
3. Dressing/Changing area
4. Meditation area
5. Piano
6. Professional sound system*
7. Live streaming of ceremony - Public or Private viewing*

- Tech support required

Personnel Substitutes

The Church assumes that you will use our Pastor and Music Director for your ceremony unless other plans are made and approved by the Pastor and Music Director. Please note that the Music Director is entitled to request their customary fee even if you choose to use another musician

Facility Fees:

Use of the main Sanctuary Building for up to two hours for rehearsal the day before, and four hours the day of your ceremony are included in the Facility rental FeesSeparate private spaces for the various parties to relax prior to the ceremony are also included in the facility Fees.

Staff Fees:

Memorial / Funeral Service Fees are determined based on the tenant's request. These fees, in addition to the Facility Rental fee, are based on the participation of the following: Pastor, GPC Event Coordinator, Music Director, Pianist/Organist, Special Music, A/V technician and Custodian. Use of the Sanctuary building for up to two hours for rehearsal the day before, and four hours the day of your ceremony are included in the Facility rental rates

Wedding Service
(Continued)

Marriage License

A valid marriage license issued by the Clerk of a town or city in Arizona must be given to the Pastor prior to the wedding rehearsal.

Important Guidelines

1. Decorations may be affixed to pews only as approved by the Event Coordinator. If you want to keep decorations or flowers after the ceremony, please arrange to have them removed before we lock the building.
2. Throwing rice or confetti is not permitted anywhere on church property. (Consider bubbles or birdseed instead.)
3. The Church is an alcohol-free facility. Smoking is only permitted in designated outside locations.
4. Assigning people to perform specific functions will help your ceremony go smoothly. Guest book attendant e.g. candle lighters (unity candles are not provided), ushers, printed programs, someone assigned to move flowers to the reception and gather up decorations, etc. (These tasks are not provided by church personnel.)

Payments

1. The Security deposit and the appropriate completed forms are required to secure your rental upon GPC's receipt of the approved Facility Use Agreement. Separate checks for the Rental and the Staff Fees are due 7 days prior to the event.
2. If you need the building to be opened outside of the four-hour allotment on the day of your ceremony, additional fees will be charged.
3. All facility related payments must be in cash or by check, payable to the Gilbert Presbyterian Church
4. Payments to individuals are to be paid directly by the tenant to those individuals providing their services for the wedding ceremony

Cancellation and Refunds

Should you need to cancel your reservation, we will not refund the Security Deposit that you provided. However, we will work with you to reschedule the same event for a different future date.

GPC Policies and Renter's Responsibilities

Wedding Service applicants must read the GPC Facility Rental Policy and Facility Rental Guidelines and agree to the terms of their use. Signing the Facility Rental Agreement is considered acknowledgement of and compliance with the GPC Facility Rental Policies and Guidelines.

Gilbert Presbyterian Church
Facility Reservation Request
Wedding Service

Date: _____

Facility Rental No. GPC- _____

Contracting Individual or Organization (Tenant). If this rental is for an organization, please provide the organization's name and address below:

Requestor's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____+_____

Phone #: Cell: _____ Home: _____ Business: _____

Email: _____

Name of Service/Reception contact: _____

Address: _____ City/state/zip: _____

Home Phone : _____ Cell Phone: _____

Email: _____

Florist: _____

Caterer: _____

Affiliation: Please check whether you are a:

☐ Church Member ☐ Non-Member ☐ Church-Sponsored Ministry

☐ Non-Member Group / Organization ☐ Non-Profit (501c3) ☐ Other (Describe)

_____

Approximate number of people who will be participating:

Adults: _____ Youth (18 and under): _____

Wedding Party

BRIDE	**GROOM**
Name: _____	Name: _____
Address: _____	Address: _____
City/state/zip: _____	City/state/zip: _____
Phone1: _____	Phone1: _____
Phone2: _____	Phone2:_____
Email: _____	Email: _____

Gilbert Presbyterian Church
Facility Reservation Request
Wedding Service
(Continued)

Date: _____

Facility Rental No. GPC- _____

It is requested by the above person or organization that the following church facilities be made available to them on the dates and times specified below.

Wedding Date: _____ **Time:** _____

Rehearsal Date: _____ **Time:** _____

Facility Rooms Requested:

Church: ___ S-1 / S10 / S-4 ___ S-5 / S-6 ___ S-8

Palmer Center: ___ PC-1 ___ PC-2 ___ PC-3 ___ PC-4 ___ PC- 5 ___ PC-6
___ PC-7 ___ PC- 8 ___ PC-9 ___ PC-10 ___ PC-11/12 ___ PC-14

Staff Services Requested:

Pastor: _____ Pianist/Organist: _____ Event Coordinator _____

Special Music: _____ A/V Services: _____ Custodial Fee: _____

Fees:

Facility Rental Fee: $ _____

Staff Services Fee: $ _____

Refundable Fees: Security Deposit: _____ Key Deposit: _____

Total Fee: $_____ **= Facility Room Fee: + Staff Service Fees + Refundable Fees**

Important:

The rental agreement consists of the following documents: (1) GPC Facility Rental Agreement, (2) GPC Facility Rental Request, (3) GPC Facility Rental Guidelines, and (4) GPC Facility Rental Policy. I have read these documents and understand the terms set forth therein, and agree to abide by them:

Requestor:

Signed: _____ Date: _____

Session/Church Action:

( ) Approved Date: _____ ( ) Disapproved Date: _____

Organization notified by: ( ) phone ( ) letter ( ) in person ( ) email

Date notified: _____Individual Notified: _____Notified By: _____

Date Liability insurance certificate received: _____

6. Memorial Services and Funerals

Planning Your Loved One's Funeral or Memorial Service

Welcome, we are here to help you as you plan your loved one's sacred rite of passage and honor the life with a special Memorial Service. Our facilities can accommodate the Memorial or Funeral service and a reception if you choose. Please familiarize yourself with our facilities and amenities, as-well-as, our guidelines and requirements for use. These are provided in Section 7 of this document. We encourage you to schedule a tour of our lovely church sanctuary and the Palmer Center. To do so please call our administrative office at 480-892-6753 or send an email to azgpcoffice@gmail.com and we will respond promptly.

Meeting with Our Pastor

Memorial Services and Funerals at Gilbert Presbyterian Church are conducted by the GPC Pastor. Any change to this shall require the approval of the GPC Pastor. Please make an appointment via email to azgpcoffice@gmail.com or by telephone at 480-892-6753 to meet with our Pastor early in your planning process.

Rental of the Sanctuary includes:

1. The Sanctuary, Overflow and Narthex
2. Kitchenette (at back of the Overflow area, perfect for light refreshments and coffee)
3. Piano/Organ
4. Professional sound system*
5. Live streaming of ceremony - Public or Private viewing*

- Tech support required

Rental of the Palmer Center includes:

1. Falkenstine Hall
2. Kitchen
3. Chapel for meditation
4. Piano
5. Professional sound system*
6. Live streaming of ceremony - Public or Private viewing*

- Tech support required

Personnel Substitutes

The Church assumes that you will use our Pastor and Music Director for your service unless other plans are made and approved by the Pastor and Music Director. Please note that the Music Director is entitled to request his/her customary fee even if you choose to use another musician.

Facility Fees:

1. Use of the main Sanctuary Building for up to two hours for rehearsal the day before, and four hours the day of your ceremony are included in the Facility rental Fees.
2. Separate private spaces for the various parties to relax prior to the ceremony are also included in the facility Fees.

Staff Fees:

1. Memorial / Funeral Service Fees are determined based on the tenant's request. These fees, in addition to the Facility Rental fee, are based on the participation of the following: Pastor, GPC Event Coordinator, Music Director, Pianist/Organist, Special Music, A/V technician and Custodian.
2. Use of the Sanctuary building for up to two hours for rehearsal the day before, and four hours the day of your ceremony are included in the Facility rental rates

Memorial Services and Funerals
(Continue)

Payments

1. The Security deposit and the appropriate completed forms are required to secure your rental upon GPC's receipt of the approved Facility Rental Agreement. Separate checks for the Rental and the Staff Fees are due 7 days prior to the event.
2. If you need the building to be opened outside of the four-hour allotment on the day of your ceremony, additional fees will be charged.
3. All facility related payments must be in cash or by check, payable to the Gilbert Presbyterian Church
4. Payments to staff are to be paid directly by the tenant to those individuals providing their services for the wedding ceremony

Cancellation and Refunds

Should you need to cancel your reservation, we will not refund the Security Deposit that you provided. However, we will work with you to reschedule the same event for a different future date.

GPC Policies and Renter's Responsibilities

Memorial Service applicants must read the GPC Facility Rental Policy and Facility Rental Guidelines and agree to the terms of their use. Signing the Facility Rental Agreement is considered acknowledgement of and compliance with the GPC Facility Use Policies and Guidelines.

Gilbert Presbyterian Church
Facility Reservation Request
Memorial / Funeral Service

Date: _____

Facility Rental No. GPC- _____

Contracting Individual or Organization (Tenant). If this rental is for an organization, please provide the organization's name and address below:

Requestor'sName:_____

Address:_____

City: _____ State:_____ZipCode:_____+_____

Phone #: Cell: _____Home: _____ Business: _____

Email:_____

Name of Service/Reception contact: _____

Address: _____ City/state/zip: _____

Home Phone : _____ Cell Phone: _____

Email: _____

Florist: _____

Caterer: _____

Funeral home: _____-_____

Affiliation: Please check whether you are a:

☐ Church Member ☐ Non-Member ☐ Church-Sponsored Ministry

☐ Non-Member Group / Organization ☐ Non-Profit (501c3) ☐ Other (Describe)

_____

Approximate number of people who will be participating:

Adults: _____ Youth (18 and under): _____

Gilbert Presbyterian Church
Facility Reservation Request
Memorial / Funeral Service
(Continued)

Date: _____

Facility Rental No. GPC- _____

It is requested by the above person or organization that the following church facilities be made available to them on the dates and times specified below.

Date of Memorial: _____ Time: _____

Facility Rooms Requested:

Church: ___ S-1 / S10 / S-4 ___ S-5 / S-6 ___ S-8

Palmer Center: ___ PC- 1 ___ PC-2 ___ PC-3 ___ PC-4 ___ PC- 5 ___ PC-6
___ PC-7 ___ PC- 8 ___ PC-9 ___ PC-10 ___ PC-11/12 ___ PC-14

Staff Services Requested:

Pastor: _____ Pianist/Organist: _____Event Coordinator _____

Special Music: _____ A/V Services: _____ Custodial Fee: _____

Fees:

Facility Rental Fee: $ _____

Staff Services Fee: $ _____

Refundable Fees: Security Deposit: _____ Key Deposit: _____

Total Fee: $_____ = Facility Room Fee: + Staff Service Fees + Refundable Fees

<u>Important:</u>

The rental agreement consists of the following documents: (1) GPC Facility Rental Agreement, (2) GPC Facility Rental Request, (3) GPC Facility Use Guidelines, and (4) GPC Facility Rental Policy. I have read these documents and understand the terms set forth therein, and agree to abide by them:

Requestor:

Signed: _____ Date: _____

Session/Church Action:

( ) Approved Date: _____ ( ) Disapproved Date: _____

Organization notified by: ( ) phone ( ) letter ( ) in person ( ) email

Date notified: _____Individual Notified: _____Notified By: _____

Date Liability insurance certificate received: _____

7. Appendix

7.1 GPC Facility Rental Policy

7.2 GPC Facility Rental Agreement

7.3 GPC Facility Rental Guidelines

Gilbert Presbyterian Church
Facility Rental Policy

Introduction

The mission of Gilbert Presbyterian Church is to express our love of Jesus, our Lord and Savior, by Glorifying God, Planting seeds of faith and Cultivating disciples here in this place. The facilities are intended for the use of the congregation of Gilbert Presbyterian Church in worshiping God and carrying out Christian ministries through activities of evangelism, education, stewardship, Christian social concern, health and welfare, and mission outreach. GPC welcomes the use of its facilities by its members, related church groups, community groups and agencies, and others whose objectives are deemed by GPC's Session and Pastor to be fitting with those of the congregation.

Rental Approvals

The Session of GPC shall approve all uses of church facilities. Priority shall be given to members of the church, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Session may also approve the rental of GPC facilities Church and equipment may be made available to non-members or outside groups.

Priority of Use

Unforeseen events may occur which will require GPC to reschedule the tenant's use of its designated rental space for a limited period of time. In these cases, GPC shall work with the tenant to provide alternative mutually acceptable space for them to conduct their meetings or refund their fees related to the loss of use of the space during this time period.

Use of Premises.

Tenants may use the premises only for the purposes in the agreement documents and for the dates and times specified. tenants may not use the premises for any other purpose or at any other time without the prior written consent of GPC. In addition, tenants may not use any other portion of GPC's facility at any time without the prior written consent of GPC. Tenants shall not make any alterations to the premises without the prior written consent of GPC.

Endorsements:

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a tenant, their mission, or their positions. Tenants approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of this congregation and the denomination.

Facility Use Hours

Facilities are available between the hours of 7:00 a.m. and 9:00 p.m. except when being used for church services, our ministries or other commitments. Use outside of these hours must be approved by the Session in writing prior to usage.

Facility Rental Request

Contact the GPC administrative office at 480-892-6753 or send an email to azgpcoffice@gmail.com requesting information regarding the rental of the church facilities and the required forms for completing the rental request. Following completion of the request, return it to the GPC administrative assistant to acquire GPC approval.

Fees

Use of church facilities is subject to fees that are determined based on the specific space that is being used and the hours of usage. Additionally, fees for GPC staff services at the church may also be required based on the tenant's reservation request. Fees will be reviewed and updated annually to cover operating expenses. A three month notice of any changes will be given to those who are currently using the space. Additional fees for items such as musical accompaniment will also be assessed to those leasing the space. Fees and deposits are due prior to facility usage. GPC reserves the right to waive all or any portion of the tenant's fees based on tenant's affiliation, e.g. church member, 501(c).3 organization, or church sponsored ministry, etc.

Gilbert Presbyterian Church

Facility Rental Agreement

Date: _____

Facility Use No.: GPC- _____

It is agreed between Gilbert Presbyterian Church (GPC) and_____

_____,

herein referred to as the tenant, that GPC shall allow the tenant access to and the use of the facility as conditioned and described in this rental agreement. The rental agreement consists of the following documents: (1) GPC Facility Rental Agreement, (2) GPC Facility Rental Request, (3) GPC Facility Use Guidelines, and the GPC Facility Rental Policy. These documents contain the entire agreement of both parties and there are no other promises or conditions in any other agreement whether oral or written and supersede all prior agreements and understandings. If any term shall be invalid, the remainder of this agreement shall not be affected. This rental agreement shall be construed under the laws of Arizona, and venue for any dispute shall be limited to courts therein. Time is of the essence in this lease agreement.

Fee: The total rental fee under this agreement is: $_____ (See approved Facility Rental Request for fee details)

Indemnification: It is understood and agreed between the tenant and GPC that the tenant shall at all times indemnify, defend and hold GPC harmless from any and all claims of liability for personal injury or property damage that may occur or be claimed with respect to any person or persons or property on or about the premises arising out of tenant's use of or activities at GPC's facilities under this Usage Agreement The parties understand and agree that unless an injury or damage is solely and exclusively the fault of GPC, the tenant will be solely and exclusively responsible for all personal injury or property damage arising out of any use of GPC's facilities under this Usage Agreement.

Insurance: Tenant shall obtain for the term of this rental agreement and at tenant's sole expense, general liability insurance with a minimum per occurrence limit of at least $1,000,000 providing coverage for bodily injury and property damage. GPC (including Church's trustees, officers, directors, employees, representatives, volunteers and agents, as well as its successors and assigns) shall be named as an additional insured on such insurance policy with respect to the use by tenant of the facilities, and tenant's insurance shall be "primary and non-contributory with any other insurance carried by the additional insured." In addition, a Waiver of Subrogation endorsement in favor of GPC shall be included.

The tenant shall deliver to GPC a current and valid certificate of the insurance before the beginning date of the facility usage. Any waiver of this insurance provision shall be in writing and approved in advance of any usage in writing by Session, and tenant must sign a "hold harmless" agreement in the form provided by GPC.

Room(s) to be used: _____

Days of week Used (Circle): S, M, T, W, Th, F, S Time of Day Used: _____ AM / PM to _____AM / PM

Lease Term: Commencement Date _____ Expiration Date: _____

Purpose of Use: _____

Gilbert Presbyterian Church:	Tenant Organization:
_____	_____
By: Signature	By: Signature
Name:	Name:
Title:	Title:
Date:	Date:

Gilbert Presbyterian Church

Facility Rental Guidelines

General Information

1. Tenants are restricted to only those areas of the facility that the group has reserved. Expanding into other meeting rooms or spaces is not acceptable without prior written approval.

2. All groups require a contact person on site. Any change in group leadership must be reported to the church office immediately.

3. Any questions regarding these guidelines should be directed to the Church Administrative Assistant for resolution.

4. Noise levels are to be controlled in halls and meeting rooms as there are often multiple groups using the facility who may be disturbed.

5. Exterior doors and windows shall remain closed at all times during normal occupancy.

6. Groups assume full responsibility for the conduct of all persons present at the event. All children must be supervised at all times and attended by adult(s) in any part of the Facilities. For the children's safety, children are not allowed to run through the Facilities.

Waiver of fees

GPC reserves the right to waive tenant's obligation to pay all or any portion of the fees associated with the renting of its facilities by groups designated under section 501(c) of the internal code pf 1986, as amended (501c), during normal operation hours. Any waiver of the GPC fees shall be subject to the tenant's compliance with the terms and conditions of this agreement.

Keys

The tenant's representative will sign for and receive their key (s)from the church office. Keys must not be duplicated under any circumstances and are to be returned to the church office the first business day following the end of the facility rental period. A replacement fee of $50 will be required by GPC for any key lost by the tenant.

Safe Child Policy

Tenants whose organization involves contact with vulnerable persons and/or youth and children younger than 18 years old always require adult supervision, including in hallways and bathrooms. All tenants of the facility are required to comply with all U.S. Government and State of Arizona laws and regulations regarding the safety and welfare of children under their supervision., The presence of an adult certified in First Aid and CPR is recommended for events involving children.

Security

Our church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all tenants pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

Prohibited Items and activities

Violation of the following policies comprises sufficient grounds for a staff member to withdraw immediately the individual or group's use of the facilities and/or to deny use in the future.

1. Weapons of any type, including legitimate personal carry, and the use of alcohol or illegal substances within the church facilities or anywhere on church property is prohibited.

2. Abusive or foul language, violent behavior, and other unruly conduct are strictly prohibited while using church facilities. Any person(s) exhibiting such behavior will be required to leave the premises immediately.

3. GPC maintains a "No Smoking" policy in all of it's buildings, including corridors and restrooms. We request that smokers in the group use the designated smoking areas located in the church parking lot.

4. No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside the church without the approval of the Business Manager.

5. No oil base paint, flammable liquids, fire producing chemicals, and/or open flames in any form (with the exception of candles on the altar table) may be used on the church premises, without the approval of the Chair of the Buildings and Grounds Committee.

6. If any decorations are used, they shall not be installed with nails, tacks or any other means that will leave holes or other damage to walls, etc.

Emergencies

Medical: The tenant's representative shall notify medical representatives at 911 for life threatening emergencies and advise GPC immediately. All medical treatment required for personnel affiliated with the tenant while using GPC facilities shall be documented with a full description of the facts; the place, circumstances, nature and results; and the names and addresses of the involved parties. The tenant shall promptly advise the church Administrative Assistant at 480-892-6753 and via email at azgpcoffice@gmail.com of the medical issue. For non- emergency medical issues, there are First Aid Kits located in the sanctuary kitchen on the wall at the kitchen entrance and in the Palmer Center at the end of the main hallway by the kitchen.

Fire: : The tenant's representative shall notify the Town of Gilbert's fire department at 911 for live fire emergencies. The tenant shall check each room in the affected facility to advise of the fire emergency and to assist in having all occupants depart the building. shall promptly advise the church Administrative Assistant at 480-892-6753 and via email at azgpcoffice@gmail.com of the fire emergency. Tenant shall promptly notify GPC in writing with a full description of the fire emergency including; the place, circumstances, nature and results; Tenant will provide GPC promptly with copies of any claims for damages of any sort, including complaints in any court actions involving such claims.

A floor plan of the GPC facilities depicting emergency exits, fire extinguishers, first aid kits, and telephone locations shall be provided to each tenant for their information prior to their use of the facilities. Any use of these items shall be transmitted to the GPC administration office on the first business day following their use for follow-up action.

Event Cancellations

GPC requires that the tenant notify the Administrative Assistant at 480-892-675 and via email at azgpcoffice@gmail.com immediately of the need to cancel an approved event.

1. Tenant cancellation of a one-time event requires at least a 7 day notice prior to the scheduled event in order to receive a refund of the security deposit. Less than a 7 days' notice will result in the security deposit not being refunded.

2. Tenant cancellation of a long-term agreement: the tenant shall be responsible for the rental fee for the month when notification is given to GPC and in addition a one-month cancellation fee shall be assessed the tenant.

Event Priority

Unforeseen events may require GPC to temporarily reschedule the tenant's use of the designated rental space. In these cases, GPC shall work with the tenant to provide alternative mutually acceptable space for them to conduct their meetings or refund their fees related to the loss of use of the space during this time period.

Damage to Premises.

The tenant shall promptly advise the church Administrative Assistant at 480-892-675 and via email at azgpcoffice@gmail.com of the damage, providing a full description of the damages that have occurred, including its location, the circumstances related to the cause of the damages and the current status of the damage.

Tenants using our facilities are expected to exercise reasonable care and judgment in their use of our facilities to prevent defacement, damage, or breakage. The person signing the facility rental agreement shall be liable for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Church's Chair of the Buildings and Grounds Committee has been carelessly or irresponsibly subjected to more than normal wear and tear by the tenant, tenant's guests or tenant's third party vendors and service providers.

Parking

Our church parking lot is on the south side of the building. Parking on the church facility is available only during the period of time that a group has contracted to use the facility. Parking is available on a first- come, first-served basis and excludes certain spots specifically always reserved. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property. There is no Church liability when parking on the premises

Setup and Cleanup

1. The tenant accepts the leased area in its "as is" condition. At the conclusion of the event, the group shall return the leased area to GPC in essentially the same condition as received, with only fair-wear-and-tear excepted.

2. All room setup and cleanup is the responsibility of the renter. This includes tables and chairs. Renters may arrange the space to suit their particular needs. At the end of the event, the renter is responsible for returning the space to the condition that existed immediately prior to renter's use unless arranged otherwise prior to the event. Cleanup, including putting away all furniture, must be completed immediately following the event.

3. GPC shall maintain the overall day-to-day cleanliness of each facility however each group shall be responsible for accomplishing any additional levels of cleanliness required by their organizations for their meetings. This would include providing the labor and items such as hand sanitizer, wipes, paper towels, soap, disinfectants, etc. as needed to clean their meeting areas.

4. Trash cans are to be emptied into outside receptacles at the end of each day.

Storage

There is no storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing necessary items offsite.

Food and Drink

Food and beverages, with the exception of water bottles, are not allowed in the Sanctuary. For all other rooms, no colored soft drink beverages are allowed, and it is highly recommended that all beverages be served with a lid.

Spills

1. In the event of a spill, take care of the spill immediately using the spill kits (large orange buckets) located in rooms 1 and 8 of the Palmer Center. Instructions for cleaning the carpet and necessary cleaning materials are contained in the kit. After completing the cleanup, advise the church Administrative Assistant at 480-892-6753 of the spill and where it is located. If no answer, leave a message regarding the location of the spill.

2. The janitors closet contains a mop and bucket to address spills on the non-carpeted areas of the building. The mop Sink located in the janitor's closet is for filling the mop bucket with water plus approved cleaning product and the discharging of wastewater. Empty bucket wastewaters into the mop sink ONLY. Cleaning or rinsing of mops or custodial equipment in any kitchen sink is against health codes and therefore not permitted

Entry and Departure from Facility

1. Upon entry, inspect the facility to identify any maintenance issues, e.g. heating/air conditioning or lights not working, restrooms issues, water damage, carpet tears or stains, windows open or broken, missing furniture and equipment, etc. Issues shall be reported as directed below.

2. Upon departure, complete actions listed in item 1 above and turn off all lights in rooms used as well as in the restrooms and hallways, Check that all windows are closed, all equipment has been turned off, close but do not lock all interior doors. All exterior doors are to be locked and tested to confirm that they are locked. If you are the last group in the building, please turn off all facility lights. Trash cans are to be emptied into large outside trash receptacle located in the church parking lot. GPC currently does not recycle trash.

3. Reporting requirements: Report any facility issues to the church's Administrative Assistant at 480-892-6753. Should the Administrative Assistant not be available, please leave a voice message. If there is a need to address an urgent problem please call 602-767-2595. (After normal business hours).

Church Equipment

1. The use of any GPC owned electronic equipment such as TV's, copy machines, audio and video equipment, computers, projectors, etc. is not included in this agreement

2. Only GPC qualified Audio/Visual technicians are authorized to operate the church's systems. Their services are available at an additional cost to the tenant.

3. The piano and organ are available upon request. If you wish to have these instruments tuned, they will be tuned at your expense preferably by our contracted technicians. The instruments should not be moved unless approved by the Church Administrator.

4. Thermostat programming is not to be adjusted in any way. Minor adjustments to room thermostat temperature may be made to improve comfort levels inside rented rooms.

Deliveries

1. Arrangements for all deliveries pertaining to renter's event are the responsibility of the renter (or their agent). The renter or their agent must be on site to accept deliveries and pickups when the church office is closed.

2. Deliveries may need to be coordinated around other rentals or regular church activities; therefore, the church administrator must be given reasonable and advance notice of any delivery to the church facilities, whether the delivery will be accepted by the renter, the renter's agent, or church staff.

3. The same requirements and courtesy are expected for any pickup arrangements after the renter's event.

Kitchen Use

1. The kitchens are available for heating of already prepared food items. Preparing meals from scratch is not permitted. Additionally, refrigeration is available to store food items for a limited time for the tenants use.

2. Tenant must comply with the Kitchen Guidelines that are posted in the Kitchen.

3. No one under the age of **18** may be in the Kitchen for any reason.

4. Tenant must have instruction on proper use of all kitchen equipment prior to use

5. All dishes, utensils, and cookware and furniture used for food preparation/serving must be thoroughly washed, dried, and returned to the place where it was found.

6. Floors and under all counters and equipment should be swept clean, mopped, sanitized, buckets washed out, mop heads rinsed, squeezed dry and hung to dry inside the mop bucket and returned to the janitor's closet.

7. Any food spills in refrigerator, freezer, microwave, stove, or ovens must be cleaned thoroughly using the appropriate cleaner and method.

8. Tenant shall provide all required supplies for their event This includes paper products, utensils, trash bags, cleaning supplies, dish towels and table linens.

9. Food items of any kind brought into the kitchen prior to tenant's event, shall be marked with the tenant's name and the date of the event when it is to be used before being stored in the refrigerator/freezer/storage areas

10. All food, beverages, grease, etc. used in the kitchen must be removed by the group and/or the responsible adult at the end of the event. Please do not leave any food or beverages.

Playground Use

Only groups with prior approval by the church will be allowed to use the playground and playground equipment. At no time shall any child over 60 pounds use the playground equipment.

Return of Facilities

Prior to expiration of the time reserved for the tenant's use of the facility, tenant must vacate the facilities, return the keys to GPC's office, place all trash in waste baskets and render the facilities in a reasonably clean condition, without damage or alteration

Final Decisions

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Church Administrator or their delegated representative shall decide the matter and all individuals and groups shall abide by the Church Administrator's directions or forfeit immediately the use of any part of the facility.