



Germantown Christian Assembly

Application For Use of Facilities - General

610 E. Mt. Pleasant Avenue • Philadelphia, Pennsylvania 19119
Phone (215) 242-5550; Fax: (215) 247-5389
Email gcafamily@verizon.net • Website: www.gcafamilychurch.org

Impacting people who impact others for Christ's glory. Matthew 5:16

Please fill in all information except where signatures are required. Thank you.

Check all that apply: Member Non-Member Sister Assembly

Day/Date of Event: _____ / _____ Time of Event: _____

Type of Event: (Describe) _____

Expected Number of Guests: _____ Arrival Time: _____ Departure Time: _____

Rehearsal Date: _____ Rehearsal Time: _____

Requesting Person/Organization: _____ Contact Person: _____

Address: _____ Home Telephone: _____

_____ Business Telephone: _____

The undersigned applicants agrees to be fully responsible for the care and safe keeping of the Germantown Christian Assembly facilities being used on the day(s) requested. I/We further agree to release, indemnify & and hold harmless Germantown Christian Assembly, its leadership and members as to any and all claims of injury arising from my/our use of its facilities. I also agree to have appropriate insurance to cover the proposed event.

SIGNATURE(s):

Applicant

Applicant

Date

Reservation of the facility is subjected to the approval of the application and receipt of down payment.

APPROVAL:

Pastoral Staff

Kitchen Ministry



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Reservation Form

A security deposit of **\$100.00** is required along with submission of application. Also, a nominal donation of **\$150.00** is requested from members, non-members and sister assemblies to assist with expenses associated with set-up/clean-up, audio and the attendant.

Note: GCA cannot be responsible for any damages of eventualities which may occur during a scheduled event. The applicant/s accepts responsibility to reimburse GCA for any or all damages done to Church property while occupied by said applicants.

Please check all that apply:	Cost Please refer to Contributions for Use of GCA Facilities form	Payment Schedule (DD/MM/YEAR)				
			Amt. Due	Date Due	Date Rec'd.	Bus. Office Rec'd.
Security Deposit <input type="checkbox"/>	\$100.00	Due Upon Application				
Sanctuary <input type="checkbox"/>		Payment #1 (1/3)				
Fellowship Hall <input type="checkbox"/>		Payment #2 (1/3)				
Kitchen <input type="checkbox"/>		Payment #3 (1/3)				
Mission House/Grounds <input type="checkbox"/>						
Suggested fee for clean-up, audio technician & attendant	\$150.00	Due on or before payment #3				
Total Cost						
Security Deposit Refunded <input type="checkbox"/> Date of Refund: _____						

I/we, the aforementioned, understand and agree that payment of the above stated total shall be made as follows: **one-third of total with this reservation form, one third of total paid no later than two months prior to the scheduled date of the event and the final payment shall be made no later than 30 (thirty) days prior to said event.** I/we also understand that use of the facilities of Germantown Christian Assembly includes use of the Sanctuary (including rehearsal, if necessary), Fellowship Hall (tables and chairs provided) and/or Kitchen by your indication), and audio technician (**You must use the technician provided by GCA or provide your own equipment**), air/heat, electricity, clean-up services, attendant, sexton, bathroom facilities, and parking.

Cancellation Policy: \$100.00 non refundable for cancellations fifteen (15) days prior to the event. I/we further understand and agree that the paid deposit of \$100.00 (one hundred dollars) will be refunded one week after the event contingent upon satisfactory inspection of the facilities.

Signature: _____ Date: _____



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Contributions for Use of GCA Facilities Form

Fees are based on usage of four (4) hours. Add \$125.00 for each additional hour or part thereof.

Sanctuary		
	<i>Weddings/Concerts, etc.</i>	<i>Funerals</i>
Non-Members	\$650	\$650
Members *	\$185	\$0
Sister Assemblies	\$300	\$300
Fellowship Hall		
	<i>Receptions</i>	<i>Repast</i>
Non-Members	\$675	\$675
Members *	\$300	\$0
Sister Assemblies	\$500	\$500
Total Sanctuary & Fellowship Hall		
Non-Members	\$1,325	\$1,325
Members *	\$485	\$0
Sister Assemblies	\$800	\$800
Kitchen		
Non-Members	\$500	\$500
Members *	\$135	\$135
Sister Assemblies	\$300	\$300
Missions House & Grounds		
Non-Members	\$800	\$800
Members *	\$350	\$350
*Family members included under the umbrella of the member are: Spouse, Children, and Parents		



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Reservation Guidelines for General Use

1. Make sure your date has been reserved through the Church Secretary, the application approved, and the reservation form submitted.
2. The Elders reserve the right to approve or disapprove any application.
3. The kitchen is only used with GCA Staff or a GCA approved Caterer. The caterer must be licensed and insured. We require a copy of the license and proof of insurance in the Church office thirty (30) days prior to the event date. The Church office is open from 9:00 am to 3:00 pm Monday through Friday.
4. All fees must be paid in full thirty (30) days prior to the event.
5. Smoking, dancing and alcoholic beverages are not permitted in any part of the building or premises,
6. Time Parameters are as follows:
 - Sanctuary - On the day of the function, the Church doors will be open two (2) hours before the event. This will allow for event preparation. One (1) hour for the event and one (1) hour after the event. The fees listed are for **four (4) hours total**. Any additional time will be an added cost of \$125 for each additional hour or part thereof. Church Occupancy is 450.
 - Fellowship Hall - The Event **shall not exceed four (4) hours**. Any additional time will be an added cost of \$125 for each additional hour or part thereof. The Fellowship Hall will accommodate up to 300 guests. This will include 37 tables with eight (8) guests per table. As an added comfort, we strongly recommend you limit your invitations to no more than 250.