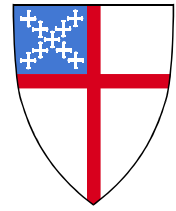




New Beginnings Park



Port Charlotte United Methodist Church
21075 Quesada Ave
Port Charlotte, FL 33952
(941) 625-4356
www.portcharlotteumc.org

St. James Episcopal Church
1365 Viscaya Ave.
Port Charlotte, FL 33952
(941) 627-4000
www.stjamespcf.org

APPLICATION PROCEDURES FOR USE OF NEW BEGINNINGS PARK

1. All applicants shall be given and should read carefully a copy of "Use of New Beginnings Park Policy", as approved by the New Beginnings Park Committee.
2. An application form for any event in the Park must be completed and returned to the New Beginnings Park Committee for review, action, and scheduling.
3. All fees, if applicable, must be paid in full at the time application is submitted.
4. Applicants (except ministries/groups of Port Charlotte United Methodist Church and St. James Episcopal Church) must submit proof of insurance naming Port Charlotte United Methodist Church AND St. James Episcopal Church as additional insureds in the amount of at least \$500,000.00 of coverage. This certificate must be provided to the New Beginnings Park Committee no later than 7 days prior to the scheduled event, or as soon as possible in the event of last minute applications. Except as noted herein or at the discretion of the New Beginnings Park Committee, under no circumstance will the Park be rented without this certificate of liability.
5. An application shall not be considered for a time exceeding twelve (12) months, unless specifically authorized by the New Beginnings Park Committee.

Approved:

Craig Brown, Chair

Rev. Cesar Olivero, SJEC

Rev. Douglas Zipperer, PCUMC

To Applicant

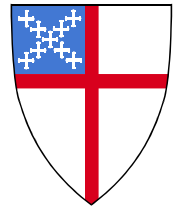
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USE OF NEW BEGINNINGS PARK POLICY AND FEE SCHEDULE

The following policy is established as a guide for the use of New Beginnings Park, located between Port Charlotte United Methodist Church and St. James Episcopal Church. It is not intended to supersede the governing bodies of either church.

1. The use of the New Beginnings Park should always be of benefit to the churches, the members of the churches, the church community and the local community. Creating a balance of the needs and desires of those who own and would use the facilities calls for a set of goals and policies that will create a known guide for all those involved with the Park.
2. The overall goals of the churches are not limited to the functions of worship but include reaching out to non-members, aiding those in need, and fulfilling our mission in the community.
3. Port Charlotte United Methodist Church and St. James Episcopal Church both have an investment in the New Beginnings Park that should be protected.
4. The New Beginnings Park Committee shall coordinate through both church's respective governing bodies for the use of the Park.
5. Fees for the use of the Park shall be set by the New Beginnings Park Committee and shall be reviewed annually to ensure that the fees are comparable to fees charged by others offering similar facilities. This Policy is subject to change at any time.
6. Fees shall be used for the maintenance and protection of Park facilities and for the payment of the costs of utilities and for protection from liability and other forms of damage that may occur because of the use of church-related facilities by non-church members. Damages to Park facilities, beyond normal wear and tear, shall be repaired with the cost being the responsibility of the group or individual causing the damage.
7. The use of the Park facilities may be denied to any group or individual at any time if it is felt that the use would not be appropriate. Such authority rests with the New Beginnings Park Committee and the senior ministers of both churches.
8. All users of Park facilities should be made aware that no activities may exclude church or Park staffs who may wish to ensure that the activities are appropriate to the church setting, are safe and are not endangering church property.

9. Fees for use of the Park facilities shall not apply to church groups (i.e., Sunday School classes, approved ministries, Bible study groups, Men's groups, Women's groups, etc.) of Port Charlotte United Methodist Church or St. James Episcopal Church, except for the Event Superintendent Fee. Church groups are responsible for their own cleanup.
10. Park rental fees for individual members of either Port Charlotte United Methodist Church or St. James Episcopal Church shall be reduced by 50% of the rates listed, except for the Event Superintendent Fee and the Cleanup Deposit.
11. If an applicant cancels their event less than 15 days prior to the scheduled date of the event, 75% of their application fee will be refunded. An applicant will receive a full refund of their application fee if their event is cancelled 15 or more days prior to the date of the event. However, the applicant will be held responsible for any expenses incurred.
12. The New Beginnings Park shall be left in the same condition as found upon arrival. As there are no trash receptacles in the Park, it is the responsibility of users to collect and dispose of trash in a dumpster, as approved by the Event Superintendent. The Cleanup Deposit is refundable at the discretion of the Event Superintendent.
13. If an applicant requires to use any part of a church's facility i.e. restrooms, kitchen, halls, etc., it must be arranged at the time of contract with the hosting church. A church will be made available.
14. The use of alcohol or drugs is prohibited in New Beginnings Park and any church property.
15. Rental periods are in one-hour increments. The minimum rental period is one hour. The first 15 minutes in the second and succeeding hours are grace periods and the applicant will not be assessed a full hour's rental. For example, the contracted rental period is two hours and event ends in two hours and 10 minutes. Only two hours rental will be assessed. If event is ended two hours and 20 minutes, the applicant will be assessed three hours rental.
16. All events must end no later than dusk, unless otherwise stipulated by the New Beginnings Park Committee. Rental periods are considered ended when all cleanups are finished and the applicant and guests have vacated the Park and adjacent parking lots.
17. The Event Superintendent Fee is mandatory for all rentals/events. The Event Superintendent is an authorized representative of either Port Charlotte United Methodist Church or St. James Episcopal Church. The Event Superintendent is to be available to the applicant as needed, to ensure proper use of the Park and oversee and approve the final cleanup.
18. The applicant must be present at the event at all times.
19. Hours of the Park are 9:00am to dusk, Monday through Saturday, and 1:00pm to dusk Sunday, or as determined by the Park Committee.

**FEE SCHEDULE FOR USE OF
NEW BEGINNINGS PARK**

Fee schedules shall be reviewed annually. Fees may be modified or changed when it is felt that special consideration should be given to a group or person.

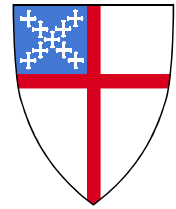
The fees assessed for the use of specific spaces are designed to help the churches recover cost incurred by the activity. They represent a combination of costs for utilities, insurance, maintenance and custodial work.

Hours of the Park are 9:00am to dusk, Monday through Saturday, and 1:00pm to dusk Sunday, or as determined by the Park Committee.

<u>RENTAL AREA</u>	<u>RATE</u>
Worship Area <i>(Includes gazebo & sanctuary)</i>	\$ 40.00 per hour
Picnic/Playground Area	\$ 25.00 per hour
Meditation Area	No charge
Entire Park <i>(Includes Worship, Picnic & Meditation Areas)</i>	\$300.00 for the day
Event Insurance	\$ _____
Event Superintendent Fee	\$ 20.00 per hour
Cleanup Deposit <i>(Refundable upon acceptable cleanup)</i>	\$ 75.00
Baptisms	Free will offering
Funerals/Memorials	Free will offering
Weddings	\$300 + Event Insurance
Includes:	(10% discount for members of PCUMC and SJEC)
1. Use of Park for up to 4 hours (\$175)	
2. Use of 2 changing rooms and restrooms in sponsoring church (\$50)	
3. Event Superintendent fee (\$75)	
4. One hour for rehearsal (Free)	
(Does not include honorariums, i.e., minister, organist, etc.)	
(Negotiable extras: Reception hall and audio rentals)	



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APPLICATION FOR USE OF NEW BEGINNINGS PARK

Name of Individual
or Organization _____

Area(s) Requested Worship Area Picnic/Playground Area
 Meditation Area Entire Park

Date Requested _____ Time Requested _____ Number Attending _____

Purpose of Event _____

Contact/Responsible Person _____ Phone # _____

I, _____:

- acknowledge having received and read a copy of the "Use of New Beginnings Park Policy";
- agree to abide by such rules and policies;
- understand neither Port Charlotte United Methodist Church nor St. James Episcopal Church is responsible for lost or stolen items;
- understand that the above described individual or organization agrees to hold Port Charlotte United Methodist Church and St. James Episcopal Church harmless for any injury, damage or stolen property that may occur as a result of using the New Beginnings Park facilities; and
- certify that I am authorized to sign for the above described organization.

Signature of Applicant _____ Date _____

This space for Park use only

Approved _____ Disapproved _____ Event Superintendent _____

Special Notes _____

FEES: Worship _____ Picnic/Play _____ Entire Park _____ Event Ins _____
Event Super _____ Cleanup _____ Wedding _____ Other _____ **Total** _____

Signature: _____ Date: _____

New Beginnings Park Chair