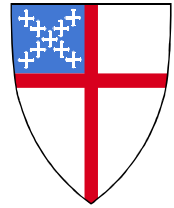




Port Charlotte United Methodist Church  
 21075 Quesada Ave  
 Port Charlotte, FL 33952  
 (941) 625-4356  
 www.pcumc.info

# New Beginnings Park

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




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## APPLICATION PROCEDURES FOR USE OF NEW BEGINNINGS PARK

1. All applicants shall be given and should read carefully a copy of the "Policy for Use of New Beginnings Park".
2. An application form for any event in the Park must be completed and returned to either Port Charlotte United Methodist Church or St. James Episcopal Church 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 liability insurance in the amount of \$500,000 or more, naming Port Charlotte United Methodist Church AND St. James Episcopal Church as additional insureds. This certificate of insurance must be provided to the church accepting the application 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 both churches, the Park will not be rented under any circumstance without this certificate of insurance.
5. An application shall not be considered for a time exceeding twelve (12) months, unless specifically authorized by one of the churches.

Approved:

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Rev. Cesar Olivero, SJEC

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Rev. Brian James, PCUMC

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### To Applicant

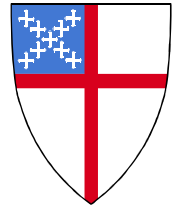
Attachments: Policy for Use of New Beginnings Park – pages 1 & 2  
 Fee Schedule – page 3  
 Application Form – page 4



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## **POLICY FOR USE OF NEW BEGINNINGS PARK 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. To create a balance between the needs and desires of those who own and those who would use the facilities, these goals and policies are established to serve as a 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 outreach 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 New Beginnings Park that should be protected.
4. Applications for park use shall be processed and approved through a coordinated effort of the staff and governing bodies of each church.
5. Fees for the use of the Park shall be set by the governing bodies of each church 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, for the payment of utility costs, and to repair any damage that may occur through the use of church facilities by non-church members. Costs incurred due to damage to Park facilities, beyond normal wear and tear, will be the responsibility of the group or individual causing the damage.
7. Use of the Park facilities may be denied to any group or individual at any time if the intended use is deemed inappropriate. Such authority rests with the senior ministers of both churches.
8. All users of Park facilities should be made aware that no activities may exclude church staff that 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 an 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 the application fee if the 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 all trash in a dumpster identified by the Event Superintendent. The Cleanup Deposit is refundable at the discretion of the Event Superintendent.
13. If applicant requires the use of any part of a church's facility, i.e. restrooms, kitchen, halls, etc., this must be arranged with the hosting church at the time of contract. A church will be made available.
14. The use of alcohol or drugs is prohibited in the Park and on 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 ends in 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 churches. 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 7:00pm Sunday, or as determined by the churches.

**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.

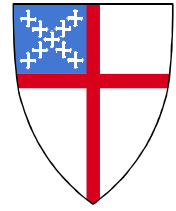
The fees assessed for the use of specific spaces are designed to help the churches recover cost incurred by the activity. They represent a combination of costs for utilities, insurance, maintenance and custodial work.

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

<b><u>RENTAL AREA</u></b>	<b><u>RATE</u></b>
<b>Worship Area (Includes gazebo &amp; worship area)</b>	\$ 40.00 per hour
<b>Picnic/Playground Area</b>	\$ 25.00 per hour
<b>Meditation Area</b>	No charge
<b>Entire Park (includes Worship, Picnic &amp; Meditation Areas)</b>	\$300.00 for the day
<b>Event Insurance (to be obtained by applicant)</b>	\$ _____
<b>Event Superintendent Fee</b>	\$ 20.00 per hour
<b>Cleanup Deposit (Refundable upon acceptable cleanup)</b>	\$ 75.00
<b>Baptisms</b>	Free will offering
<b>Funerals/Memorials</b>	Free will offering
<b>Weddings</b>	\$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 for minister, musicians, etc.)	



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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 \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Number Attending \_\_\_\_\_

Contact/Responsible Person \_\_\_\_\_ Phone # \_\_\_\_\_

I, \_\_\_\_\_:

- acknowledge having received and read a copy of the “Policy for Use of New Beginnings Park”;
- agree to abide by such rules and policies;
- understand neither Port Charlotte United Methodist Church nor St. James Episcopal Church are 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 named organization.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### This space for Park use only

Approved \_\_\_\_ Disapproved \_\_\_\_                      Event Superintendent \_\_\_\_\_

Special Notes \_\_\_\_\_

FEES: Worship \_\_\_\_\_ Picnic/Play \_\_\_\_\_ Entire Park \_\_\_\_\_  
Event Super \_\_\_\_\_ Cleanup \_\_\_\_\_ Wedding \_\_\_\_\_ Other \_\_\_\_\_ **Total** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
                                 Church Representative