

Newport – Mt. Olivet United Methodist Church
PO Box 133, Newport VA 24128
540/544-7183

Guidelines for usage of the Village Green

Please complete this form to be filed at the church – A copy will be made for your use.

The Village Green may be reserved through notification of either the Pastor of Newport-Mt. Olivet United Methodist Church or a Member of the Village Green Committee of the Church at least 2 weeks prior to the event. There is no charge for usage but donations to the Village Green are appreciated.

Group or Person(s) seeking usage: _____

Contact Phone Number(s): _____

Event Name: _____ Event Date: _____

Event Time: _____ Anticipated Number of Attendees: _____

Will you be using electricity? (please describe) _____

Will you be using any type of open flame? (please describe) _____
If so, you are asked to bring a fire extinguisher to the event.

Will there be any music or amplified sound? (please describe) _____
Any event that would involve music or amplified sound must receive prior approval from the Administrative Council of Newport-Mt. Olivet UMC.

- The Village Green should be cleaned, with all trash disposed of, and returned to its original condition within one day of the event unless special arrangements are made with the church.
- No modifications may be made to existing structures on the Village Green without approval.
- No alcohol, weapons, or illegal drugs are permitted on the Village Green at any time.
- All pets are asked to be kept under control and any messes cleaned up.
- Children must be closely supervised and must be kept away from the road and parking area.
- All weddings must also adhere to the additional wedding guidelines provided by the Newport-Mt. Olivet United Methodist Church.

Members of the Village Green Committee will work to insure that any mowing, landscaping, or cleaning that is needed prior to the event is completed. However, the Village Green Committee makes no guarantees as to the condition of the property at the time of the event and cannot guarantee special arrangements in terms of appearance prior to the event. It is important that you communicate any special needs at the time of reservation.

Newport-Mt. Olivet United Methodist Church reserves the right to deny any request for usage or to have a representative from the church present at the event.

Newport – Mt. Olivet United Methodist Church
PO Box 133, Newport VA 24128
540/544-7183

The Newport-Mt. Olivet United Methodist Church and the members of the Village Green Committee are not responsible for any accidents that may occur on the premises.

I have read the “Guidelines for Village Green Usage” provided by the church and I agree to the terms and conditions of that document.

Signature of Person Filing Request

Date

Newport-Mt. Olivet United Methodist Church reserves the right to deny any request for usage or to have a representative from the church present at the event.