

Faith Presbyterian Church Policies and Procedures Manual

CHAPTER XII – FORMS

The forms contained in this chapter are for use in the day to day operations of the church. Their purpose is self-explanatory.

**HOLD HARMLESS AGREEMENT
AND
WAIVER OF LIABILITY**

Faith Presbyterian Church has agreed to allow the below named persons/organization to use its church premises for the purposes so stated in its application. This use is for non-commercial purposes as Faith Presbyterian Church is not in the business of renting space, but does allow the church premises to be used for a minimum fee by not for profit, non-political groups, organizations, and individuals (for weddings).

Be it, therefore, agreed upon by the user organization/individual, that the user of the Faith Presbyterian Church facilities agrees to hold said church harmless for any injury sustained on its premises or its facilities during the period of time the below signed organization, its members or guests, utilizes the church facilities. The authorized agent for the below signed organization has represented that he has read this agreement carefully, has had ample opportunity to consult with legal counsel, and has agreed that he has, or will, advise all persons attending his organization's function at said church and advise all persons who will be in attendance of this hold harmless agreement and waiver of liability.

Therefore, for valuable consideration, the below signed organization, by its authorized representative agrees to hold Faith Presbyterian Church, its ministers, officers, employees and members harmless and waives any and all liability for any injury or damages suffered during its use of the church premises or facilities by its members or guests. This includes any injury or damages suffered as a result of preparing and/or serving food during said organization's/individual's use of the church facilities.

Faith Presbyterian Church advises the below authorized agent of the user organization/individual that the church's parking areas are not well lighted and that the church has no security protection for anyone occupying or using the church facilities.

WHEREFORE, the below signed authorized agent of the user organization/individual agrees that said organization will hold Faith Presbyterian Church, its ministers, officers, employees and members harmless and agrees to pay any damages awarded by any forum, including costs and attorneys' fees, against Faith Presbyterian Church, as a result of anyone suffering injury or damages during the user organization's use of the church facilities.

(Signature of Authorized Agent) (Date)

(Organization)

(Address)

(Witness) (Witness)

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Application for Use of Church Property—Non-Wedding or Wedding
Copy to be retained by person/group using church property.

Date_____ Room(s) to be used_____

Initial Application_____ Date(s) of use_____to_____

Reapplication_____ Time and weekday of use_____ No. of times used_____

Name of organization_____

Purpose/Background of Organization:_____

Check Requested Room Set Up: ___ Theater Style (if Theater, how many chairs:_____)

___ Round Tables (if round tables, how many tables—7 chairs to a table:_____)

Audio Visual System Required? If so, see accompanying Audio Visual Request form and required training policy

Stationary Microphone Required (no training required): Yes No

Other Set-Up Information: _____

Name of person assuming responsibility_____

Address_____ Zip_____

Phone (H)_____ (W)_____ (C)_____

The group I represent does agree to the following:

- to uphold the criteria specified in the signed Hold Harmless Agreement;
- to inspect and insure that all church property is left as found in good order including proper disposal of trash, picking up of any trash or food from the floor, replacing any furniture that has been moved, etc.
- to insure that all rooms are left locked and secured with lights turned off.
- to insure that the Kitchen, if used, has been used following the posted Kitchen rules including all ovens and equipment turned off, no carts left close to the range, and the proper cleaning of all surfaces and floors.

I have received and read the policies and procedures provided with this form and as an agent for the applicant, agree to abide by all policies and procedures described herein.

Signature_____

FEE GUIDELINE

FEES AND APPLICATION MUST BE SUBMITTED ONE MONTH PRIOR TO RESERVATION. No reservation will be placed on calendar until both fee and application are received.

Membership fees shall apply only to those functions which are for the primary benefit of church membership.

An initial fee will be charged for one 5 hour time period. Additional fees will be charged per time period.

| CHURCH PROPERTY | MEMBERS | NON-MEMBERS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------|
| Sanctuary – Wedding | \$ 400.00 | |
| Sanctuary – Non-Wedding | | \$ 400.00 |
| (Requests from outside groups for sacred arts performances or educational institution recitals only need Worship and Music Committee approval and will be scheduled through the Director of Music. Worship and Music Committee will determine the fees charged for each of those groups.) | | |
| Parlor | 100.00 | \$200.00 |
| Sexton Fee | \$100.00 | \$100.00 (minimum regardless of hrs) |
| [Sexton Fee will be doubled if both Sanctuary and Fellowship Used] | | |
| Organist Fee | \$150.00 | \$ 150.00 |
| Fellowship Hall | \$100.00 | \$ 300.00 |
| Kitchen | \$ 65.00 | \$ 150.00 |
| Deposit | \$ 50.00 | \$ 100.00 |

Deposits will be refunded if everything is left in good order and no equipment is damaged or missing.

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Fees due \$ _____ Approved _____
Fee Amount Rec'd _____ Fee Rec'd by: _____ Date: _____

Reviewed February 2005, Revised March 2007; Revised October 2007; Revised February 2009; Revised August, 2015

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ATTACHMENT 1

GUIDELINES FOR THE USE OF CHURCH BUILDINGS, ROOMS AND GROUNDS

These guidelines are to be provided to any applicant with the Application for Use of Church Property, in conformance with Chapter IX.A. of the Policies and Procedures Manual

The primary orientation and principal objectives of Faith Presbyterian Church are to provide worship and Christian activities in an atmosphere of support, service and participation for the entire community. The church property exists to support the worship, work and mission of the church; as such, it has an economic value, which should be carefully preserved. The policies and procedures stated below are designed to uphold these principles.

Policies

The primary purpose of the Faith Presbyterian Church sanctuary is for Christian worship services. For all programs requested to be held in the sanctuary, the Worship Committee has supervision of scheduling sanctuary usage. Musical programs presented in the sanctuary or any other room on the church property shall have the approval of the Worship and Music Committee. Requests from outside groups for sacred arts performances or educational institution recitals only need Worship and Music Committee approval and will be scheduled through the Director of Music. Worship and Music Committee will determine the fees charged for each of those groups. Other requests for use of Sanctuary will first go to the Worship and Music Committee for initial review with a recommendation for or against then being sent to the Session for final approval. Other non-music program requests for use of the Fellowship Hall or other church facilities will go to the Buildings and Grounds Committee which has final authority to make those decisions unless a dispute arises at which case it can be taken to Session for reconsideration. (see next page)

Other Church buildings, rooms and grounds may be used without charge by:

1. Members and organizations of the church for church related activities (those groups which have been approved by the session).
2. Organizations that provide clearly identifiable services to the community that are approved by the Buildings and Grounds Committee.

A Sexton's Fee may be charged should it be considered necessary for a Sexton to either stay after hours or return to the property after hours in order to clean up or to set up rooms for other uses.

Church buildings, rooms and grounds may not be used for political meetings or meetings of a commercial or business nature.

Alcoholic beverages are prohibited on church property.

No smoking will be allowed inside the church buildings.

Requests for the use of church property by non-affiliated persons and organizations must be made in writing on the **Application for Use of Church Property form, of which there are two versions: one for weddings and one for non-wedding usage**, with an accompanying fully executed **Hold Harmless Agreement** form (see forms following this policy statement). Upon

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approval of an application the Church Administrator shall arrange with the prospective user the room(s) to be used and the necessary charges.

The Church Administrator will process applications, collect fees and inspect the requested room (s) before and after use, to make sure they are left as found. The Church Administrator shall keep a file of these application forms and submit to the Buildings and Grounds Committee for approval. **FEES DO NOT INCLUDE SETUP OF TABLES OR CHAIRS, ETC OR USE OF TABLE LINENS.**

Use of church equipment outside the church premises is not authorized.

Procedures for Use of Church Property/Buildings Other than Sanctuary:

A committee or board of Faith Presbyterian Church desiring to use any part of the church buildings, rooms or grounds to carry out a program or project on behalf of a group or person outside the church OR groups/persons outside the church shall submit an initial application to the Church Administrator. The Church Administrator will approve routine requests that are from groups already approved such as the Boy Scouts, Girl Scouts, AA, NA, Kiwanis, and may waive fees for these already approved community groups. Any persons or groups or events that have not had facilities approval at a prior date must complete an application for which the Church Administrator will forward to the Buildings & Grounds Committee. The Buildings and Grounds Committee has the authority to approve or deny any room or non-musical sanctuary requests. Further, the Buildings and Grounds Committee has the authority to adjust or waive fees based on the perceived benefit to the community at large. Any dispute can be taken to Session for reconsideration as set forth in the Book of Order.

The committee/board making the request is expected to provide all pertinent information including purpose of program, amount and type of space needed, times the facility will be used, church staff required, any expenses expected to be incurred by the church and all other data contained in the **Application for the Use of Church Property** form. Each application must also include a fully executed **Hold Harmless Agreement** form (also following this policy statement).

On any issues dealing with the implementation of an approved request, if time is of the essence and the Committee on Building and Grounds is unable to formally consider a request, the Church Administrator shall act on behalf of the committee and report the decision to the Build and Grounds Moderator in an expedient fashion.

Reviewed January 2005, Revised May 2005, Revised April 2007; Revised October 07, Revised January 2008

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LIBRARY MEMORIAL/HONOR GIFT FORM

Name _____ Phone No. _____

Address _____

Complete any of the following that apply to your gift:

1. Gift in memory of _____

2. Gift in honor of _____

3. Please notify the following of this gift:
Name _____

Address _____

4. Please put a gift plate in the book(s) to read:
In memory/honor of _____

5. Please add a simple message to plate as follows:

6. Librarians, please call me concerning the above. My numbers are:
Day/Work _____ Evening _____ Cell _____

(If you want credit for your donations, the above information is necessary).

We would like to take this opportunity to thank those who have donated time, funds and books to the library this past year. You are appreciated!

Reviewed February 2005

AUDIO/VISUAL EQUIPMENT USAGE FORM

Fellowship Hall and Sanctuary Audio/Visual Equipment Usage Guidelines

- I. General Procedures for All Uses of Audio/Visual Equipment.
 - A. The audio/visual equipment requested needs to be reserved no later than two weeks prior to the date of the event by submitting the "Audio/Visual Equipment Usage Form" to the Director of Music or designee. Equipment will be reserved on a first come, first served basis.
 - B. Equipment is not to be removed from the Fellowship Hall for any reason.

- II. Procedures for Use by Faith Church Groups.
 - A. Two members of the reserving church group, who will be operating the equipment, must attend a training session with the Director of Music or designee.
 - B. The equipment may not be used in any way other than what is covered in the training session. This restriction includes, but is not limited to, disconnecting/reconnecting the cables and/or wires of the sound system.
 - C. The group using the equipment will be fiscally responsible for replacing any damaged or missing items. The sound system will be checked before and after events by the Director of Music or Church Administrator.

- III. Procedures for Use of A/V Equipment by Outside Organizations and Groups.
 - A. Outside organizations and groups such as weddings, concerts, and community groups using A/V equipment are required to have a trained Faith Church A/V team member present at the event. If no team members are available, the organization will have to provide its own A/V equipment.
 - B. The organization or group is required to pay an hourly fee of \$15.00 to the team member, including setup and teardown time.

Audio/Visual Equipment Usage Form

Please check the needed equipment:

- Microphone(s) - number ____
- CD Player
- DVD Player
- Computer
- LCD Projector
- Keyboard

Group/Organization Name: _____

Date of Event: _____ Time of Event: _____

Faith Church Group Only:

- Names of Two Trained Persons Responsible for Equipment: _____

Outside Organizations/Groups Only:

- Name of Faith Church A/V Team Member to be Present at Event: _____

On behalf of the above named organization or group, I signify that the above audio/visual equipment usage guidelines will be followed and that Faith Presbyterian Church will be reimbursed for equipment damage attributable to our use.

Signature

Date

Established March 2008