

Woodhaven Presbyterian Building Usage Agreement

March 1, 2017

The facilities and equipment of Woodhaven Presbyterian Church exist for the primary purpose of being used by its members through its organizations and ministries. The purpose of this agreement is to protect the guests and the assets within the church and church property. The use of Woodhaven's facilities shall be approved by the Session of Woodhaven Presbyterian Church. The Property Committee will be solely responsible for all communication involving building use.

All groups must complete an application in order to use the facility. These applications will be available in the church office.

The application must be submitted thirty (30) days prior to the day of the event. Upon notification by a trustee of the Session of Woodhaven Presbyterian Church that the event has been approved, all forms and payment must be returned to the church office within five (5) days of the event. Payment must be made in the form of a business check, money order, or cashier's check. A copy of the approved application will be given to the person or group requesting the use of the facility. This approved copy will serve as the permit for the person or group using the facility.

When children are in attendance, they must be under the supervision of their parents or adults at all times and are not permitted to be in other areas of the church. The user will be responsible for providing child care if needed and all children or youth activities shall be supervised at all times by a minimum of two (2) adults over the age of 21.

General Guidelines and Regulations

- Smoking and the use of any tobacco products, drugs and e-cigs are prohibited in the buildings.
- The use of Alcohol in non-sacramental form is prohibited.
- Food, drink, and candy must be consumed in Hancock Hall.
- Materials such as hay, confetti, candles, and fireworks may not be used. The use of oils and other liquids may not be used in any ceremony.
- Participants must remain in the designated area of the church as indicated on the application.
- All bulletin boards, wall posters, permanent fixtures, decorations, furniture, or equipment shall be left undisturbed. If the use of sound equipment is required, a members of the sound crew are the only ones to operate equipment.

- No live animals, pets included, are allowed in or on the property;exception-service animals.

- The person who signed the application must be in attendance for the event.
- A member of Woodhaven Presbyterian Church will act as a supervisor for any event.
- The church is under no obligation to maintain or improve church owned property for the benefit of the user/renter.

- All persons or groups using the church facility assume full responsibility for damage to the facility and equipment.
- Groups are responsible for set-up and clean-up. All tables and chairs used are to be returned to their original location.

Facility Use Category Information

Category A: Recognized groups within the church. This category includes: worship services, Sunday school, adult education, weddings, funerals, church committee meetings, and any church affiliated meeting.

Category B: Individual church members requesting space for special events such as anniversaries, music recitals, and receptions and funerals.

Category C: Outside groups recognized by Woodhaven such as Ghana Fellowship, Boy Scouts, Girl Scouts etc..

Category D: Outside groups not affiliated with the church. These groups will be charged building use fee/s as follows:

- Twenty-five dollars (\$25.00) for first two (2) hours.
- Use of Kitchen: Fifty dollars (\$50.00) first two hours minimum, Fifty dollars (\$50.00) for each additional hour.
- Custodial clean-up, if church responsible, pay minimum fee of fifty dollars (\$50.00).
- If sound crew is used, fee is one hundred dollars (\$100.00)

Persons or groups using the facility must provide Proof of Liability Insurance in the amount of at least five hundred thousand dollars (\$500,000.00).

The areas available for use are:

1. Hancock Hall
2. Christian Education Building
3. Parlor

Building Use Application

Category A B C D (please circle)

Date Requested _____

EVENT DATE(S): _____ . TIME REQUESTED, FROM: _____ am / pm

TO: _____ am / pm

EVENT DATE(S): _____ . TIME REQUESTED, FROM: _____ am / pm

TO: _____ am / pm

EVENT DATE(S): _____ . TIME REQUESTED, FROM: _____ am / pm

TO: _____ am / pm

The Multiple use dates (please list): _____

TO BE USED BY:

ORGANIZATION:

(Person Accountable _____ Church Member Y/N

Name: Print, (sign at bottom) _____

Mailing Address: _____

City, State, ZIP: _____

Description of event and areas
requested:

Printed name: _____

Phone number: _____ Date of key given:

Open to public: Y / N Announced start time: _____ Ending time: _____

Number of people expected? _____ Food and/or beverages to be served? Y / N

I have received a copy of, and agree to observe the policies and procedures in the Woodhaven Presbyterian Church Building Use Policy. The Property Committee and or its ruling body, the Session will approve all applications.

Signature: _____ Date _____

Phone (daytime): _____ Phone (evening _____)

E-mail: _____

Approved by: _____ (Property Committee)

Date: _____