

Woodhaven Presbyterian Building Usage Agreement

The facilities and equipment of Woodhaven Presbyterian Church exists for the primary 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 Property Committee and/or the Session of Woodhaven Presbyterian Church. The Property Committee will be solely responsible for all communications involving the property use.

All groups must complete an application 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 member of the Property Committee of Woodhaven Presbyterian Church that the event has been approved, all forms and payments must be returned to the church office within five (5) days prior to the event. Payment must be made in the form of a check, money order, or cashier 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 always under the supervision of their parents or adults and are not permitted to be in other areas of the church. The user will be responsible for providing childcare if needed and all children of youth activities shall be always supervised 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.
- . Food, drink, and candy must be consumed in Hancock Hall
- . Materials such as hay, confetti, candles, glitter 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. Kitchen will be cleaned, and all dishes returned to their place.
- . If the use of the sound equipment is required a member of the sound crew are the only ones to operate the equipment.
- . No live animals, pets included are allowed in or on the property except for service animals.

Woodhaven Presbyterian Church Alcohol Policy:

- a.)** It is our policy that alcohol cannot be sold on the property
- b.)** It is our policy that serving of alcoholic beverages at wedding receptions, picnics, group meetings are permissible at the discretion of the pastor and elders who gave authority to approve events and outside groups to the Property Committee with these stipulations in place.

- 1.) Provided non-alcoholic beverages are made easily and attractively available on par with those which are alcoholic:
- 2.) Discretion is used to protect individuals from becoming inebriated or driving while in an impaired state.
- 3.) Due care must be exercised to be sure that alcoholic beverages are neither offered nor accessible to minors.
- 4.) All outside groups must provide a security/law enforcement official during the event. The ratio should be 1 officer to every one hundred people.
- 5.) Furthermore, hard liquor and kegs are prohibited on the church property.

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

All persons or groups using the church facility assume full responsibility for damages 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, 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, Boys Scouts, Girl Scouts.

Category D: Outside groups not affiliated with the church. These groups will be charged building usage fees as follows

Fifty Dollars (\$50.00) for the first two hours. Twenty-five dollars (\$25.00) for each additional hour. Use of kitchen Fifty Dollars (\$50.00) 2 hour minimum Twenty-five dollars (\$25.00) for each additional hour. Custodial Clean up, if church responsible, pay minimum fee of One hundred dollars (\$100.00). If sound crew is used fee of One Hundred Twenty-Five dollars (\$125.00)

Persons or groups in this category using the facility must provide Proof of Liability Insurance in the amount of at least five hundred thousand dollars (\$500,000).

The areas of use are:

Hancock Hall

Christian Education Building

Parlor.