

CLARENCE PRESBYTERIAN CHURCH

FACILITY USE POLICY Rev. 4/11/2014 approved 4/2014

This policy applies to use of Church facilities for member and non-member sponsored groups. Official Church functions are not covered by this Policy. Weddings and Funerals are services of worship and therefore are official Church functions as well as other Session approved functions. The Church booklet “Wedding Information” should be referred to for weddings.

1. Each group desiring to use part of the Church must submit a signed copy of this document and completed Facility Use Application (pages 3 and 4) to the Church office. (Refer to Details of Facility Use Application Processing on page 6.)

2. The activities of the Applicant, both inside and outside of the Church, must not be in conflict with the general goals and mission of the Church. Permission to use Church facilities does not mean that the Church endorses any organization or individual.

3. Each Applicant must provide a certificate of liability insurance naming the Clarence Presbyterian Church as an “additional insured” in the amount of at least \$1,000,000 or a larger sum if requested by the Church. (Insurance companies will usually add such a rider to homeowner’s or other liability policy at little or no cost to the policyholder.) One-time family events of Church members are exempt from this provision.

4. Hours of use must not be in conflict with the activities of the Church. The Church reserves the right to withdraw or modify a previously granted permission in the event that the space in question is needed for a Church activity. In such cases, the user will be given as much advance notice as possible.

5. Only facilities and activities listed by the Applicant in the Facility Use Application shall be used and only by the listed User. User may not make any additions or alterations to the premises. No materials, including decorations, signs, posters, etc, may be used, posted, or hung on Church property without written permission of the Trustees. User will leave facilities and equipment in the same condition and in their proper place as they were found upon arrival. Repair or replacement of damage is the responsibility of the User.

6. A responsible adult must supervise children and youth at all times.

7. Each applicant will strictly comply with posted rules regarding the use of particular areas such as the kitchen or any other area.

8. No alcoholic beverages are allowed without prior approval by the Session.

9. Smoking is not allowed on the Church property.

10. No food or drinks are allowed except in designated areas.

Facility Use Policy continued

11. Each application must be approved by the Trustees. The Trustees may revoke its approval at any time.

12. Each user must have a sponsor responsible for opening and closing the building, turning on and off lights and heat, and following these policies including limiting access to only the reserved area of the Church. If a Church member is a member of the User organization, he/she may be instructed by the Trustees and be the sponsor. If there are no Church members instructed by the Trustees, the Trustees will appoint a sponsor and a fee will be added. The sponsor will receive a key to the reserved facility. The key must not be duplicated or given to any other person and must be returned to the Church office the day after the reserved event.

13. The applicant agrees to indemnify and hold the Church harmless of any and all loss or damage resulting from or to any use by the applicant or anyone acting for, by, or with the applicant including the applicant's agents, servants, employees, invitees, guests (whether invited or not), co-sponsors, participants, or other persons or entities in any way related to the applicant's activities. Such indemnity shall include payment of any and all attorney's fees incurred by the Church.

14. If the applicant is an organization, the undersigned has full legal authority to act for the applicant.

I have read the foregoing rules and agree to abide by them.

Signature _____ Date _____

Printed Name _____

Group Name _____

Tracking Number _____

CLARENCE PRESBYTERIAN CHURCH

9675 Main Street

Clarence, NY 14031

Phone: 759-8396

E-Mail: office@clarencpresby.org

FACILITY USE APPLICATION

Group Name: _____

Name of Individual to Contact: _____ Title: _____

Address: _____

Telephone: _____

Email address: _____

List each activity for which you wish to use the church:

(Attach additional sheets if necessary.)

List dates and times that you wish to use the church (one year maximum)

Areas or rooms of the building you wish to use (capacity):

____ Sanctuary (300)

____ Narthex (50)

____ New Fellowship Hall (Upstairs) (200) (168 at tables)

____ Old Fellowship Hall (Downstairs) (100)

____ Bodine Room (50)

____ Meeting Room (12)

____ Kitchen with another room

____ no cooking or dishwashing

____ cooking and dishwashing

____ above + dishes and utensils

Facility Use Application continued

Church-member sponsor during event. (If none, Trustees will supply.)

Name: _____

Address: _____

Phone: _____

CERTIFICATE OF LIABILITY INSURANCE

_____ is attached.

_____ has been requested (I understand that my use of the Church is contingent on the Church receiving the certificate naming it as “additional insured”.)

Signature: _____ Date: _____

A representative of the Trustees will contact you with approval notification.
All fees must then be paid before the facility use can be finally scheduled.

Trustee Approval Signature _____ Date: _____

CLARENCE PRESBYTERIAN CHURCH

FACILITY USE RECOMMENDED DONATION SCHEDULE

Per event (up to 3 hours)

(No donation for Church-sponsored functions. No donation for one-time family events of Church members. Non-profit service organizations and low-attendance events may apply for a reduced donation schedule.)

<u>Facility *</u>	<u>Member Donation</u>	<u>Non-Member Donation</u>
Sanctuary (A/C)		
Wedding **	\$0	\$400
Other	\$200	\$400
Narthex (A/C)	\$ 50	\$100
New Fellowship Hall	\$100	\$200
Old Fellowship Hall	\$ 35	\$ 85
Bodine Room	\$ 25	\$ 75
Meeting Room (A/C)	\$ 15	\$ 65
Kitchen (no cooking or dishwashing)	\$ 15	\$ 25
Kitchen *** (cooking, dishwashing)	\$ 65	\$ 75
Kitchen (above + dishes and utensils)	\$ 85	\$ 95
Event Coordinator - 4 hours	\$50	\$50
(\$10/each add'l hour)		

Additional custodial support for setup, cleanup: \$20/hr., \$50 min.

* Outdoor courtyard may be used with any of these facilities at no additional donation.

** See Church Booklet “Wedding Information.”

*** Dishwasher operation must be by authorized personnel.

DETAILS OF FACILITY USE APPLICATION PROCESSING

Step 1. The group representative shall contact the Church Secretary to learn if the desired date and area of the Church is available. If available, the Secretary will “pencil in” the group on the Secretary’s planning calendar. The Secretary will then log in the group and assign a tracking number and place this number on an application (see page 2). The group representative will then complete the required sections of the application and return it to the Church Secretary. The date of submission will be recorded in the log and the application placed in the Trustees’ mailbox.

Step 2. The application will be picked up, reviewed and approved or declined by the Board of Trustees Chair or the Trustee’s Facility Use Coordinator. Other Trustees may handle the application if so designated by the Use Coordinator. (Note: No other Church member or Staff member may speak for the Trustees.) The Secretary will be notified and will log the name of the assigned reviewer. Applications will be reviewed within a few days of submittal and the group representative will be contacted by phone to answer questions, obtain missing or additional information, and/or negotiate a use fee. If the application has no objectionable items, it will be approved by the reviewing Trustee at the time of this initial contact or as soon as necessary information or documents are received.

Step 3. NOTE: depending on the circumstances of the application, the reviewing Trustee may request that the Session also review the application. All due consideration will be given to have this additional review done promptly with respect to giving timely approval or rejection prior to the desired date of the function.

Step 4. When approved or declined, the group representative will be notified by phone of the decision and if approved will be mailed a signed copy of the application which will have the use fee clearly noted. The original application will kept on file by the Church Secretary along with other appropriate documents such as the insurance certificate. The Secretary will then place the approved function on the Master Calendar and in other Church communications.

Step 5. The group’s Sponsor will be provided a key, if necessary, but only after receipt of all documentation and the agreed upon fee. The Sponsor will also contact other support personnel (custodian coordinator, snow plow operator, ventilation system programmers, etc.) to assure that they have noted the function on the calendar and have adjusted their schedules accordingly.

Step 6. The Sponsor, Trustees and/or Church Staff will monitor the function for compliance to this Policy and will document any serious violations to the Trustees.