

# Facility Use Information and Agreement

Adopted By Session: \_\_\_\_\_

**North Anderson Community Church Presbyterian** wishes to carry on the mission and ministry of the congregation through an outreach to the community. The congregation is happy to have your organization share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Property Use Agreement and Release Form. A copy of the approved form will be returned to you. These forms are only to be used for occasional use such as a once only use or for a few hours one day each week or month.

Facility use activities fall under the jurisdiction of the Building and Grounds Committee. Requests for use of Facilities are managed through this committee. No commitment for use is finalized until the Use Agreement has been approved and executed through them. Our first priority is to congregation programs and membership needs. Priority is then given to nonprofit groups that are supported by church and finally to other nonprofit organizations.

Approval for the use of the grounds and/or facilities of the congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or other advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the PC USA.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations
- Facilities Use Agreement and Release Form

## STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Property Use Agreement from the church office or at our website:

<https://www.naccpchurch.org/>

2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.

3. Return the completed Facilities Use Agreement to the Chairperson of the Building and Grounds Committee

Name: \_\_\_\_\_ Joanne Batten \_\_\_\_\_

Via Email: \_\_\_\_<naccpnews@yahoo.com>\_\_\_\_\_

or if time permits: USPS at

Address: % Time Sensitive to B&G, North Anderson Community Church Presbyterian, 4200 Liberty Highway Anderson, SC 29621

and you will be notified as soon as possible whether it is approved or not approved.

**FEES FOR FACILITY USAGE** At this time the congregation does not charge a fee for the use of our facilities. Donations to cover cost of utilities and cleaning are appreciated but not required.

## **RULES AND REGULATIONS**

1. **CHURCH Property.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as chairs, tables, tablecloths, etc may be used when using the facility under the rules herein.

2. **FACILITY Care.** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.

*NOTE: If keys are given out, there should be strict standards for use, return, locking up and a set fee for replacing lost keys. Otherwise, a church member will open and close the church, while remaining at the church during the event.*

3. **KITCHEN Guidelines.** The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and removed from the facility by the group. Church supplies are not to be used except by church sponsored activities.

4. **USE OF Musical Instruments.** Permission to use the piano(s), or other musical instruments must be granted by the Music Director. Piano(s), keyboards should not be moved except by permission from the Music Director and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after replacement.

5. **SANCTUARY Sound Equipment.** The Sanctuary sound system is available for use upon request. The system must be operated by trained members or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.

6. **NO SMOKING, NO VAPPING, and/or NO RECREATIONAL DRUGS ALLOWED.** All members of all groups using our facilities shall abide at all times by this rule in all parts of the building, including corridors and restrooms.

7. **BUILDING Use.** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights, closing all windows, and closing all exit doors. As applicable, if a key is provided, the group or member will be responsible for locking the room/building.

8. **SUPERVISION of Children and Youth.** The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two non-family related adults should be present at all times during any program or event involving children.
- Adult supervision is required at all times both inside and outside of the church property including parking lot, stage area, campfire ring and/or labyrinth.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

9. **NURSERY Use.** The nursery facility is available and our safety standards require that two (2) non-family related nursery care providers must be present to operate the nursery. At least one (1) caregiver must be at minimum, eighteen (18) years of age.

10. **FOOD and Drink.** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.

11. **DECORATIONS.** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.

12. **EMERGENCY Scheduling Conflicts.** The congregation reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

13. **STORAGE.** Excess storage is limited for organizations other than church groups, as such; all organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.

14. **BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.

15. **THERMOSTATS.** If thermostat(s) is adjusted from the temperature as set upon arrival, return to that temperature upon departure.

16. **SECURITY.** The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property.

17. **FINAL Decisions** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Session or their delegated representative shall decide the matter and all individuals and groups shall abide by the directions or forfeit the use of any part of the facility **immediately.**

**North Anderson Community Church Presbyterian  
Facilities Use Agreement and Release Form**

**Name of Organization:** \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Organization's Purpose: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Frequency: One Time Only \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Other \_\_\_\_\_

Which day of the week: Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

**General Information**

Describe *IN DETAIL* the type of event you will be bringing to our facility, including number of participants.

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Will tickets be sold or admission charged for your event? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, what will be the ticket prices or the admission fee? \_\_\_\_\_

If yes, how will the net proceeds of this event be used? \_\_\_\_\_

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Is your group a Nonprofit 501(c)(3) organization? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Nonprofit Tax ID Number: \_\_\_\_\_

**Rooms/Areas Requested:**

- Sanctuary
- Piano and/or sound system
- Kitchen
- Kitchen Serving Room
- Meeting Room #1
- Nursery Room
- Meeting Room #2
- Stage Area
- Parking Lot
- Labyrinth
- Internet
- Other (list: \_\_\_\_\_)

Anticipated Number of Participants: \_\_\_\_\_

Will food or drink be consumed? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Special Needs or Requests:

**Equipment Needs:**

- |  |  |         |
|--|--|---------|
| <input type="checkbox"/> TV on Stand                 | <input type="checkbox"/> Round Tables:       | # _____ |
| <input type="checkbox"/> Microphone and Lectern      | <input type="checkbox"/> Chairs:             | # _____ |
| <input type="checkbox"/> LCD Projector               | <input type="checkbox"/> Rectangular Tables: | # _____ |
| <input type="checkbox"/> Flip Chart and Markers      | <input type="checkbox"/> Table Cloths:       | # _____ |
| <input type="checkbox"/> Reception Table at Entrance | <input type="checkbox"/> Other:              | _____   |

**Certificate of Insurance Requirements:** Non-church groups are required to provide proof of insurance. Policy numbers should be submitted before the first use. For continuing usage, the form should be renewed annually.

**Related policy numbers:** \_\_\_\_\_

**Fee Arrangement**

The parties understand that the fee for each use of the building will currently be \$ 0 \_\_\_\_\_.

**Release and Indemnity Agreement**

This Release and Indemnity Agreement is between \_\_\_\_\_

(organization or individual) and \_\_\_\_\_

(for use of the property described above for meetings and other activities.)

NOW, THEREFORE, in consideration of this congregation permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges and its administrator, directors, agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.

**ACCEPTANCE OF RESPONSIBILITY**

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy Property Use Resources including the Rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.

**Name of Organization:** \_\_\_\_\_

**Signature of Organization Responsible Person:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of Congregation Responsible Person:**

Request Approved: \_\_\_\_\_

Request Denied: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_