

BUILDING USE POLICY FOR NON-CHURCH USE OF FACILITY
HIDENWOOD PRESBYTERIAN CHURCH

The officers and members of Hidenwood Presbyterian Church regard the church facilities as treasured resources for the worship and work of the congregation. They also see these facilities as instruments of mission and are pleased to make them available to groups in the community who are pursuing goals which are congruent with the church's understanding of its calling.

This document is written for those individuals and groups who are interested in using the facilities at Hidenwood Presbyterian Church.

In this document, Hidenwood Presbyterian Church will be referred to as "the Church" and "group" indicates any non-church group/organization authorized to use the facilities for one-time or ongoing use.

1. A use request must be submitted to the Church Office Administrator at least one month in advance of the requested use date. Approval by the Session of the Church or its authorized representative is required before the facility may be utilized. Date(s), time and room assignment will be coordinated by the Church Office Manager, who will enter dates on the Church calendar. Scheduling will only be completed once payment has been received.
2. Events and organizations of the church have first priority upon use of the facilities. Church affiliated activities take priority over all other activities. Hidenwood Preschool has second priority to use of church facilities. An outside organization or individual may be asked to reschedule or move their event as church affiliated activities take precedence. In such cases, the church staff will provide as much prior notice as possible.
3. Because the Church desires to serve the widest section of the community possible, groups having ongoing or continuing permission to use the facilities must resubmit an application by July 1 of each year. Due to changing requirements for the facilities, no group can be assured of continued permission to use the facilities.
4. User group agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Church. Group may not engage in any fundraising activities while on Church property, unless specifically authorized in this Agreement.

Policies and Procedures

We expect that all groups, organizations, and individuals who use our facilities to share these responsibilities and abide by the rules listed below. Each group will appoint a contact person. This person is responsible for signing for, controlling use of and returning of key in accordance with this agreement. In addition to signing the Agreement, the contact person will ensure that all use guidelines are followed and the facility is return in the same (or better) condition as when the group arrived.

1. This is a smoke-free, alcohol-free, and drug-free facility. At no time does the Church allow smoking or unauthorized non-prescription drug use in its facility or on its grounds.
2. Children may not use any of the church facilities, exterior or interior, without adult supervision.
3. Groups should be aware that others may be using different areas of the building at the same time. Please conduct your events in such a way that you do not disrupt or inconvenience others in their use of the facilities.
4. Groups are responsible and accountable for any and all damages done to the facility and its contents which are directly related to the actions of the group. It is the responsibility of the group to report damages as soon as possible to the church office.
5. Prior to the use of the facility, the Church Office Manager will meet with the contact person to walk through the facility and specific areas designated and allowed for use.
6. Every group using the facility will be expected to provide their own supplies and materials and manage special set-up and cleanup.
7. If use of sanctuary has been authorized, the communion table, baptismal font, piano and organ shall not be moved or used to display decorations. Piano, organ and sound system may not be used without permission. Rearranging of furniture in the sanctuary and narthex is not permitted.
8. Only the contact person will be given a key. This contact person must be an adult with a current address and telephone number on record. The contact person will return the key no later than the end of the first business day following the event. Never, under any circumstances, will a duplicate key be made. Additionally, the contact person is to control access to the building during their event, ensuring no unauthorized people are entering the building and/or remaining in the building at the conclusion of their event.
9. The contact person is to ensure that the lights are turned off, thermostats are reset, and building is locked prior to leaving.

Fees

The following fees will be administered for use of the building.

Facility	
Sanctuary	\$300
Chapel	\$200
Fellowship Hall	\$300
McKeithan Hall	\$200
Kitchen	\$250

User Agreement

Group Name	Type of Meeting/Activity	
Date(s) Requested	Recurring: monthly, weekly, quarterly	
Event Times	Set-up Start Time	Clean Up End Time
Type of Space Needed		
Estimated # of Participants	# of Adults	# of Youth/Children
Contact Person	Home Phone	
Email Address	Cell Phone	
Mailing Address		
Organization Information		

Please also sign the attached statement (on reverse).

I, the undersigned, represent the group/organization listed above which will be using the church facilities and have the authority to execute this agreement on behalf of such group or organization.

I acknowledge that I have read, understand, and will ensure that all participants follow the Policies and Procedures for use of Church facilities. I understand that permission to use the requested facility is conditioned upon strict compliance with all provisions of said Policies and Procedures. I further understand and agree that the church reserves the right to restrict or cancel use of the facilities at any time and for any reason at its sole discretion.

In consideration of being permitted to use the church facility stated below, I, the undersigned, on behalf of the group, and each and every individual therein, their executors, administrators, heirs and assigns, do hereby agree to indemnify and hold harmless Hidenwood Presbyterian Church, its members, agents, employees, officers, and trustees, from and against any and all liability arising in connection with our use of the said facility including damage to or loss of personal property, and injury to or death of individuals.

I will pay any associated fee as well as take responsibility for a key to the facility, will use the key only for the above stated purpose, and return the key upon completion of the use of the church's facilities as agreed.

Name _____ on behalf of _____

Signature _____ Date _____

Assigned Room(s)		Access Door
Use Day/Date(s)	Time	Agreement Ends
Comments		
Use Authorized By		Date
Approved by Session		Date

