

CLARENCE PRESBYTERIAN CHURCH
FACILITY USE POLICY – Non-Member

Welcome to Clarence Presbyterian Church! We are glad you reached out to us to request the use of our church's facility. We welcome your request. Our church is a beautiful space that we thank God for and seek to honor God with. Please fill out the detailed request for use form below and follow all the guidelines. This will ensure that your group's event will be fully enjoyed, that everyone will be safe, and that our church will be properly maintained. This policy applies to use of Church facilities for non-member sponsored groups.

Exceptions: 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 2-4) to the Church office. (Refer to Details of Facility Use Application Processing on page 5.)
2. The activities of the Applicant 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.)
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. The facility may not be used for banquets. 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 on the Church property.
9. Smoking is not allowed on the Church property.
10. No food or drinks are allowed except in the Upper Fellowship Hall.

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

12. Each user will have a Trustee appointed 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.

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@clarencypresby.org

FACILITY USE APPLICATION – Non-Member

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):

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: _____

FACILITY USE RECOMMENDED DONATION SCHEDULE
Per event (up to 3 hours)

Note: Non-profit service organizations and low-attendance events may apply for a reduced donation schedule.

<u>Areas/rooms of the building + capacity</u>	<u>Donation</u>
_____ Sanctuary (300)	
Wedding*	\$700
Other	\$300
_____ Narthex (50)	\$100
_____ Upper Fellowship Hall (120 at tables)	\$300
_____ Lower Fellowship Hall (100) (no A/C)	\$85
_____ Bodine Room (30)	\$75

*See Church Booklet "Wedding Information" for complete information on weddings

Please check the following if being used. Include estimates where possible, and placement on the diagram on the last page of this application.

_____ round plastic tables (18 max) _____ tablecloths

_____ chairs per round table (up to 8 per table)

_____ 6 ft. rectangular tables _____ tablecloths

_____ 4 ft. rectangular tables _____ tablecloths

_____ bistro tables (10 available) _____ tablecloths

Trustees' Sponsor Name: _____

Contact Information: _____

DETAILS OF FACILITY USE APPLICATION PROCESSING

Step 1. The group representative shall contact the Church Administrative Assistant 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 Administrative Assistant 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 Administrative Assistant. The date of submission will be recorded in the log and the application scanned/emailed to the Trustee’s Facility Use Coordinator.

Step 2. The application will be reviewed and approved or declined by 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 Administrative Assistant 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 or email of the decision and if approved will be emailed a signed copy of the application which will have the use fee clearly noted. The original application will kept on file electronically by the Church Administrative Assistant along with other appropriate documents such as the insurance certificate. The Administrative Assistant will then place the approved function on the Master Calendar and in other Church communications as necessary.

Step 5. The Trustee’s Facility Use Coordinator will 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.

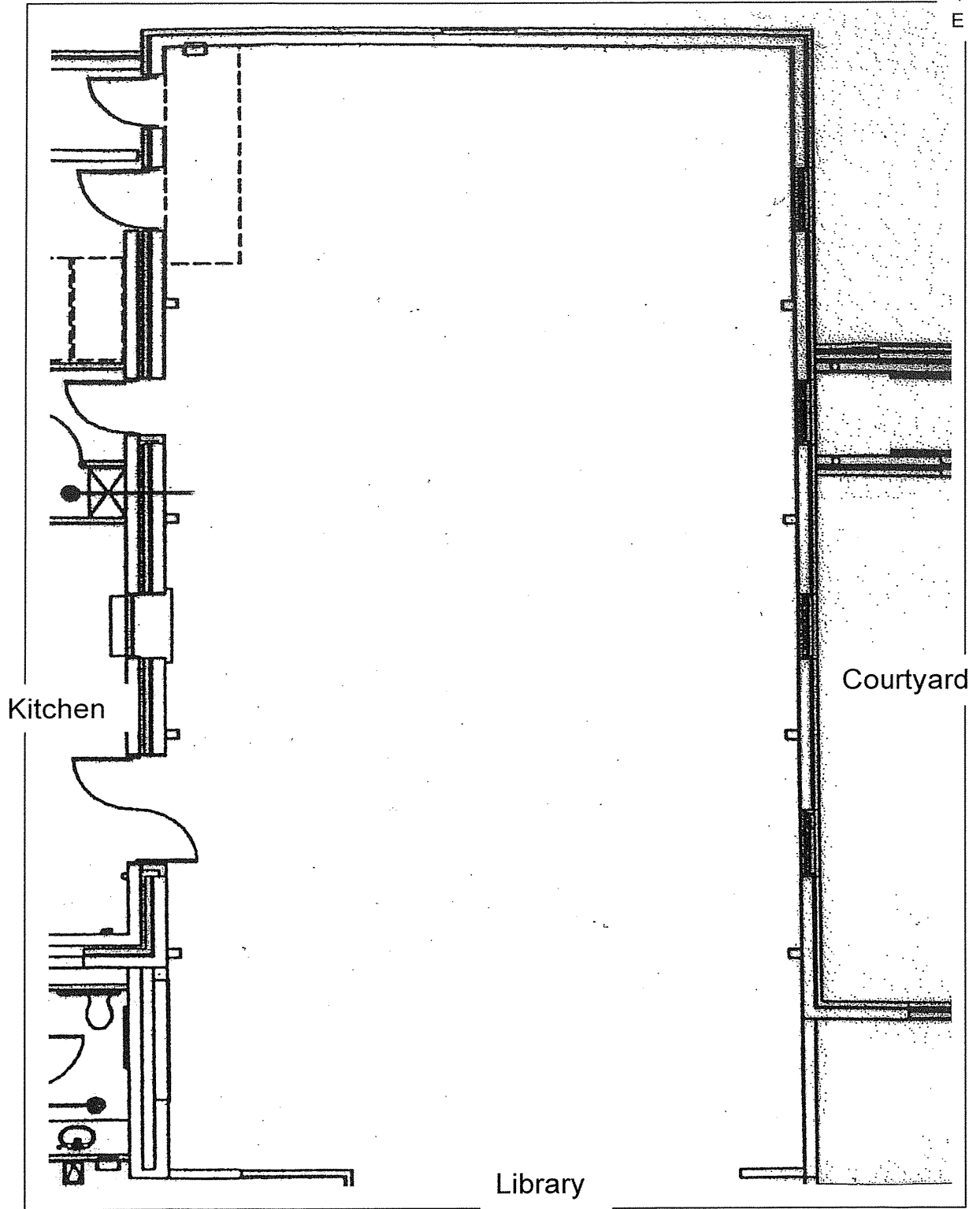
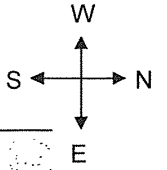
Step 6. The Trustees and/or Church Staff will monitor the function for compliance to this Policy and will document any serious violations to the Trustees.



*Friends, at this stop on your life’s pilgrimage we bid you welcome
with the hope that here you will find the love of God,
which He offers to all who seek to serve and follow Him!*

We invite you to join us for worship on Sundays at 8:30 or 10 am.
Our 10 am service is live streamed every week.

Upper Fellowship Hall



Kitchen

Courtyard

Library