

CLARENCE PRESBYTERIAN CHURCH  
FACILITY USE POLICY – Member Special Event

As a member of Clarence Presbyterian Church, we appreciate that sometimes you may want to request the use of a space in the church for something you are involved in outside of church. We welcome your involvement. Please fill out the following detailed request form. This allows us to keep everyone safe, and ensures your group will have everything you need, and helps us cover the cost of maintenance to keep our church's facility as beautiful as it is.

Note: 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 Member desiring to use part of the Church must submit a signed copy of this document and completed Facility Use Application (pages 1 and 2) to the Church office. (Refer to Details of Facility Use Application Processing on page 3.)
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. 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.
4. 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.
5. A responsible adult must supervise children and youth at all times.
6. Each applicant will strictly comply with posted rules regarding the use of particular areas such as the kitchen or any other area.
7. No alcoholic beverages are allowed on the Church property.
8. Smoking is not allowed on the Church property.
9. No food or drinks are allowed except in the Upper Fellowship Hall.
10. Each application must be approved by the Trustees. The Trustees may revoke its approval at any time.
11. Each user will be 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; he/she may be instructed by the Trustees and be the sponsor. If needed the user 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.
12. 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.
13. One-time family events of Church members require a \$100 donation to cover cost of setup and cleaning.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Activity \_\_\_\_\_

CLARENCE PRESBYTERIAN CHURCH  
9675 Main Street • Clarence, NY 14031 • (716) 759-8396  
office@clarencepresby.org

FACILITY USE APPLICATION – Member Special Event

Member Name: \_\_\_\_\_

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)  
☐ Courtyard (40)  
☐ Upper Fellowship Hall (120 at tables)  
☐ Lower Fellowship Hall (100)  
☐ Bodine Room (30)  
☐ Meeting/Green Room (10)  
☐ Kitchen with another room  
☐ no cooking or dishwashing  
☐ cooking and dishwashing (Dishwasher/Sanitizer operation must be by authorized personnel.)  
☐ above + dishes and utensils

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

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

A representative of the Trustees will contact you with approval notification.

Trustee Approval Signature \_\_\_\_\_ Date: \_\_\_\_\_

## DETAILS OF FACILITY USE APPLICATION PROCESSING

Step 1. The Member shall contact the Church Administrative Assistant to learn if the desired date and area of the Church is available. If available, the Administrative Assistant will “pencil in” the request on the calendar. The Admin will then log in the request and assign a tracking number and place this number on an application. The requesting member will then complete the required sections of the application and return it to the Church Admin. The date of submission will be recorded in the log and the application emailed to or 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 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 Member will be contacted by phone to answer questions, obtain missing or additional information, and/or confirm 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 Member will be notified by email or phone of the decision and if approved will be emailed or mailed a signed copy of the application which will have the use fee clearly noted. The original application will be kept on file by the Church Administrative Assistant along with other appropriate documents such as the insurance certificate. The Admin will then place the approved function on the calendar and in other Church communications.

Step 5. The Member will be provided a key, if necessary, but only after receipt of all documentation and the agreed upon fee. The Admin 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 Trustees and/or Church Staff will monitor the function for compliance to this Policy and will document any serious violations to the Trustees.

