

Covenant Presbyterian Church Facilities Use Agreement

Policies for Use of Church Facilities for Non-Church Activities

The Church grounds, buildings, and facilities are dedicated to the Glory of God and should not be used in any way that would diminish their spiritual influence. Therefore, all requests for the use of grounds, space, or facilities must be consistent with the mission and ministry of the Church.

1. Any person or group wishing to use the Church facilities must submit a completed Facility Use Application, a signed Facility Use Agreement and Child Protection Policy.
2. Facility Use Applications will be handled by the Facilities Use Team in the order received. Applications should be made at least a week prior to desired date of use. At its discretion, the team may require a security deposit as a condition of use. Approval of non-church member requests will be final only within 6 months of the requested use so as not to conflict with church planning and activities.
3. No applications will be approved that would conflict or interfere with any Covenant Presbyterian Church or Nursery School activity.
4. For-profit activities may be approved only by the Session.
5. No admission fees may be charged by applicants without Session approval.
6. When an application has been approved, all fees, security deposits, and other necessary documents should be received in the Church office during its business hour at least two weeks prior to the beginning of the event for which the application is made.
7. The maximum capacity of the Great Hall is as follows:
 - 302 with tables and chairs
 - 350 with chairs in rows

Rules and Regulations for Use of Church Facilities for Non-Church Activities

1. The individual or group applicant assumes full responsibility for any damage which may result from the use of facilities and equipment therein.
2. Use of alcoholic beverages, tobacco products, and illegal drugs is prohibited in all areas of the building and on Church grounds.
3. No posters, signs, banners, or decorations of any kind may be placed on the walls, doors, or windows in any part of the Church or educational buildings without the approval of the Facilities Use Team. Moldings are provided for that purpose in many classrooms.
4. No food items are to be left in the building. All trash must be placed in outside receptacles. Applicant should inquire about location of outside trash receptacles.

5. Keys shall be picked up and returned to the church office by the person designated in the application as *applicant*. Keys must be returned the morning following the activity unless express written designation of another return time has been made by the Facilities Use Team. If a key is lost, the person identified in the application as *applicant* shall be responsible for any consequential costs including re-keying the Church buildings.
6. Unless expressly agreed otherwise by the Facilities Use Team, all areas occupied must be thoroughly cleaned and all furnishings in the rooms must be returned to their original positions. Lights must be turned off and doors locked.
7. Items with exposed or unprotected metal feet such as tables, chairs, stands, risers are not permitted in the Great Hall. Skate boards, roller blades, scooters, etc. are prohibited in all areas of the buildings.
8. All activities and clean-up should be completed by 11 pm. Facilities are unavailable for non-church use during Holy Week.
9. The Facilities Use Team may require the presence of a Church member as Event Coordinator at the proposed activity; in such circumstances, an additional fee may apply.
10. Failure to comply fully with policies, rules, and regulations and conditions applied by the Facilities Use Team may result in forfeiture of any security deposit and denial of future requests to use Covenant Presbyterian Church facilities.

I have read, understand, and agree to comply with all policies, rules, and regulations. I further agree to indemnify and hold harmless Covenant Presbyterian Church from any and all liability for injuries or damages arising from use of the church facilities by those participating in the activities for which this request is made.

Applicant _____ Printed Name _____

Organization _____ Date _____

Adopted by Session:
 October 21, 2001
 Revised October 18, 2002
 Revised June, 2007
 Revised October 17, 2010