

SYCAMORE PRESBYTERIAN CHURCH

FACILITY USAGE MANUAL

***Our God designed, Spirit sustained mission is to be ALIVE
in Christ!***

Sycamore Presbyterian Church offers the use of its facilities for the glory of God to approved non-profit community organizations and institutions when it has been determined the mission of these groups is compatible with the mission of the church and the community's best interests. Sycamore church groups will be given preference over outside organizations for building usage.

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PROCEDURES

1. Requests for building usage in Classes I, II, VIII and IX should be directed to the Office Manager.
2. Requests for building usage in Classes III through VII should be directed to the Business Manager.
3. Requests for building usage which deviate from the Facility Usage Guidelines or which are recurring events should be directed to the Business Manager who will work with the designated Trustee(s) regarding the disposition of such requests.
4. All planned usage must be recorded on the Church Calendar.
5. All building usage requiring payment must be paid in full, in accordance with the Facility Usage Fee Schedule, at least 30 days prior to the scheduled usage.
6. An authorized representative of an outside group utilizing the facility must sign a Request for Facility Use Contract at the time the facility is reserved, provide a current certificate of insurance and execute the Agreement For Use (Waiver, Indemnification and Release) at the time the security deposit and/or event charge is received.
7. Any necessary security procedures will be identified through coordination with and collaboration of Head of Staff, Office Manager and Business Manager.
8. Arrangements for the use of the Kitchen must be made in advance through the Kitchen Committee.
9. Arrangements for Weddings: See Wedding Guide

FACILITY USAGE GUIDELINES

Prospective use of the facility should be determined to be in one of the following classes:

Class	Description	Examples of Previously Approved Groups in this Class
I	SPC Internal Needs	Committee Meetings, Bible Study Groups, Choirs, Preschool
II	Other Presbyterian Needs	Presbytery, other Presbyterian Church
III	Member Requested Charitable Usage	Kinderveld, Tutoring
IV	Member Requested Nonpolitical Community Organization	Neighborhood Associations Polling Location
V	Other Charitable Organizations	Boy Scouts
VI	Member Requested Non-charitable Non-profit Non-political	Anniversaries, birthdays
VII	Non-member requested Non-charitable Non-profit Non-political	Anniversaries, birthdays
VIII	Wedding Ceremony	Approval by Head of Staff
IX	Funeral	Approval by Head of Staff

Set up should be negotiated at the time of reservation based on a charge of \$25 per hour. Facilities not left in the condition they were at the start of use will be charged a cleanup fee based on actual hours used for clean up at \$25 per hour.

Class	Description					WEDDINGS & FUNERALS	
		Harper Hall	Assembly Rooms	Small Rooms	Seven Gables	Sanctuary	Chapel'
I	SPC Internal Needs	\$0.00	\$0.00	\$0.00	\$0.00		
II	Other Presbyterian Needs	\$0.00	\$0.00	\$0.00	\$0.00		
III	Member Requested Charitable Usage	\$0.00	\$0.00	\$0.00	\$0.00		
IV	Member Requested Non-Political Community Organization	\$0.00	\$0.00	\$0.00	\$0.00		
V	Other Charitable Organizations	\$0.00	\$0.00	\$0.00	\$0.00		
VI	Member Requested Non-Charitable, Non-Profit, Non-Political	\$100.00	\$50.00	\$25.00	\$100.00		
VII	Non-Member Requested Non-Charitable, Non-Profit, Non-Political	\$200.00	\$100.00	\$50.00	\$200.00		
VIII	Wedding Ceremony						
	Member	n/a	n/a	n/a	n/a	\$150 **	\$150 **
	NonMember	n/a	n/a	n/a	n/a	\$300.00	\$200.00
	Wedding Reception						
	Member	\$150.00	n/a	n/a	n/a	n/a	n/a
	NonMember	\$500.00	n/a	n/a	n/a	n/a	n/a
IX	Rehearsal Dinner						
	Member	\$200.00	n/a	n/a	n/a	n/a	n/a
IX	Funeral						
	Member	n/a	n/a	n/a	n/a	\$0.00	\$0.00
	Non-Member	n/a	n/a	n/a	n/a	\$200.00	\$200.00
	Funeral Luncheon						
	Member	\$0.00	n/a	n/a	n/a	n/a	n/a
	Non-Member	\$200.00	n/a	n/a	n/a	n/a	n/a

** see wedding guide for additional details

**REQUEST FOR FACILITY USE
BY OUTSIDE NON-PROFIT GROUPS**

NAME OF GROUP _____

FUNCTION WILL BEGIN: _____(time) _____(date)

FUNCTION WILL BE CONCLUDED BY: _____(time) _____(date)

LOCATION & ROOMS REQUESTED: _____

PERSON RESPONSIBLE FOR EVENT: _____

DAY TIME PHONE: _____ NIGHT TIME PHONE: _____

EMAIL ADDRESS: _____

TYPE OF EVENT: _____

NUMBER OF PEOPLE ATTENDING: _____

CHARGE FOR USE OF FACILITY: _____

OTHER ITEMS OF IMPORTANCE: _____

DEPOSIT, SIGNED *AGREEMENT FOR USE*, and CERTIFICATE OF INSURANCE MUST BE RECEIVED BY: _____

I assume full responsibility for any damages incurred to the above facility during the use of the event.

signed

dated

Approved by _____ dated _____

Placed on church calendar

WHEN YOU LEAVE

When your committee, group or organization is scheduling the use of the church facilities, remember to plan how you will clean up after the event. The following checklist is provided for you as you are leaving to ensure that the building is secure and the areas you have used are in order:

- 1. Turn off the Lights
- 2. Close doors to rooms after use
- 3. Lock the outside doors when you leave
- 4. Close and lock the windows after use
- 5. Clean-up the kitchen after using it. Crumbs and spills attract bugs.
- 6. Handle tables, chairs and equipment with care. Put everything back where you found it.
- 7. Leave the area in the same (or better) condition as you found it

Seven Gables Use . . .

Same as above plus

- 8. Take out the trash especially if food is the garbage
- 9. Vacuum carpets; sweep floors
- 10. Outside doors and windows to be closed & locked including those on the second floor
- 11. Report any problems or items needing attention to the Business Manager

I have checked the above items:

Signed _____ Dated _____

Thank you for your assistance in these areas. Your help supports the general church maintenance and operating costs.

**AGREEMENT FOR USE
OF CHURCH PREMISES
WAIVER, IDEMNIFICATION AND RELEASE**

Group/Activity: _____

Event/Date: _____

In consideration of the use of the building, facilities, and adjacent property("premises") owned and operated by Sycamore Presbyterian Church (the "Church") I make the following representations and agreements on behalf of all the individuals in my group or party as their authorized representative:

1. I have requested the use of the premises, have inspected the premises to my satisfaction, and find the premises to be safe and suitable in all respects for our intended uses and activities. I understand that there is a nominal charge to cover a portion of the light, heat/air conditioning and other direct costs associated with making the premises available for our event. I understand that the church makes the premises available to individuals and community groups as a public service and not for compensation. I understand that the charge is at less than market rate and includes no contribution toward any liability insurance to cover this event. I agree to pay the event charge and furnish a refundable security deposit in advance as follows:

Event charge: \$ _____ Security Deposit: _____

2. On behalf of myself, my heirs and executors, and in like manner on behalf of all those who enter upon the premises as my or our invitees or licensees while we are utilizing the premises, **I and we do hereby release and forever discharge, indemnify, and hold harmless** the church, together with its elders, trustees, deacons, pastors, employees, and members **from any and all claims** of any kind and nature whatsoever, whether arising through negligence, intentional acts or omissions, or in any other manner. This includes all past, present, or future actions, causes of action, demands, claims, damages, costs, expenses and other compensation of any kind and nature which may arise out of our use of the premises. This extends to any injury, property damage, or other loss, which may be sustained by me, or any of our party while on the premises and otherwise participating in any activities on the premises.

3. I understand it is my responsibility to provide liability insurance for my group or event. A certificate of insurance must be provided 30 days prior to the event. Further, **I agree to assume all liability** for any injury or damages that may arise from any accident or action that occurs on or about the premises in connection with our event and also agree to indemnify the Church and hold the church harmless from all claims filed by parties injured or suffering damages from our activities on or about the premises. This also includes damage to any of the Church's property.

4. I understand that I am responsible for returning the facility in the same condition in which I found it which includes ensuring furniture is returned to its proper place, turning all lights off, closing windows as well as locking all facility doors.

5. I understand and agree to abide by the rules set forth for the use of the premises by the Church including those given to me orally and in writing as well as the following:

- a. There shall be no alcoholic beverages served or consumed or illegal drugs used on the premises.
- b. Only lawful activities are permitted, and activities will be properly supervised by appropriately trained persons.
- c. There shall be no smoking in or on the premises.
- d. Parental or adult supervision of all minors in attendance will be provided at all times, and I have obtained releases signed by parents and/or legal guardians for all minors participating in any athletic or physical activities on the premises.

e. I and my group can be asked to leave or can be denied access to the premises without notice whenever the Church deems that it is necessary for any reason, and we will leave promptly when instructed.

f. The Church may impose and I agree to pay the cost of clean-up, janitorial, or repair services needed because of the event and that such costs may be deducted from the security deposit.

6. I will provide, at my own expense, insurance against any possible loss described in this agreement.

7. I have read this Agreement for Use (Waiver, Release and Indemnification) and understand all of its terms.

No other promises or inducements, written or verbal, have been made to me or to our group, and I execute this Waiver, Indemnification and Release Agreement on my behalf and on behalf of others in my group.

I UNDERSTAND THAT SIGNING THIS AGREEMENT MAY PRECLUDE ME AND ANYONE IN MY GROUP FROM MAKING ANY CLAIMS AGAINST THE CHURCH, STAFF AND MEMBERS.

READ CAREFULLY BEFORE SIGNING

Signed: _____ dated _____

Print Name: _____

Address: _____

For Office Use Only:

I hereby acknowledge receipt of the amount of \$_____ from the above named person in payment of the event charge; receipt of \$_____ to be held as the security deposit; and a certificate of insurance.

Date: _____ Signed: _____