

# Gaithersburg Presbyterian Church Facilities Use Policy

Approved by Session March 24, 2010

Gaithersburg Presbyterian Church (GPC) allows the use of its facilities to approved groups within our mission and outreach activities. Any individuals or groups desiring to use GPC facilities must complete the Application for Facility Use. The Session, ministries and other internal groups of GPC shall have priority in facility use unless commitments to outside groups have been established for yearly use. Special internal activities may preempt ongoing commitments and groups shall be given notice and other arrangements made as possible.

Qualifications for groups seeking facility use:

1. Individuals and groups shall meet with the purpose consistent with GPC's overall mission and vision.
2. Groups shall not be in electoral politics or commercial in nature.
3. Groups shall not be meeting solely for social purposes.
4. Individuals or groups shall not charge a fee, receive any monetary compensation, nor sell any product or service unless specially approved by the session of GPC.
5. Facility use by members must be for the celebration of the sacraments, weddings or memorials. Member birthday, anniversary and other celebrations shall not qualify. No private parties.
6. Approval for facility use shall be dependent on availability of facilities at times and locations desired and on a first come first serve basis. No group shall be displaced unless an overall GPC congregational activity is necessary.
7. Requested bus and kitchen use require separate approval.
8. The Property Manager shall be the contact for all outside individuals or groups desiring property use and internal bus and kitchen use. The Property Manager and /or Property ministry shall approve all requests in consultation with other appropriate ministries, GPC staff and session as required. The session shall be the final arbiter for approval.

## Regulations:

1. All groups (including internal) must have a responsible adult, over the age of 21, present at all times (a ratio of 1 adult per 5 minors will be necessary unless prior approval given). The adult(s) must adhere to the Facilities Use Policy.
2. Alcoholic beverages, illegal drugs and smoking are not permitted on church property at any time. Special exceptions shall be made for smoking in designated outdoor areas with prior approval.
3. The use of candles and open flames is prohibited. Ceremonial use of candles may be permitted with prior written approval.
4. Evening events must be concluded and the building closed by 10:00 PM, unless approved and special arrangements made.
5. Users of the facilities shall leave the space used in the same condition as they found it. All materials brought in for the activity shall be removed, furnishings replaced, lights turned off and all doors secured.
6. Groups shall be responsible for monitoring any unlocked exterior doors associated with their event.
7. Food and drink shall ONLY be consumed on tiled floor areas within the church.
8. Kitchen and bus use must be approved by the Property Manager. Special training will be required for kitchen use and an additional fee may apply.
9. The using group shall be held responsible for all loss or damage to church property during the periods when they are using the facilities.
10. Any damage must be reported to the church office or Property Manager immediately.
11. No furnishings shall be removed from the church nor used in an inappropriate manner by groups or members. Tables and chairs shall not be removed from the church unless for a church approved activity and only by prior approval by the Property Manager.
12. Groups granted use of church facilities and/or equipment shall assume liability for property damage and personal injuries resulting from user group activities.
13. User fees may be assessed depending on the activity and group. All fees will be stated before the activity on the Application for Facility Use form.
14. Keys shall be issued by the Property Manager or agent and shall not be reproduced.
15. Weddings require separate approval in addition to this application.

# Gaithersburg Presbyterian Church Application for Facility Use

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Nature of Organization or groups: \_\_\_\_\_

\_\_\_\_\_

Date of Application: \_\_\_\_\_  Single Event  Regularly Scheduled Program

Requested Date(s) of Use: \_\_\_\_\_

Facilities required from: \_\_\_\_\_ AM/PM to: \_\_\_\_\_ AM/PM

Church space requested: \_\_\_\_\_ # of attendees \_\_\_\_\_

Special needs: \_\_\_\_\_

Request Kitchen or Bus: YES / NO Separate approval necessary, please complete  
necessary forms. FEES: \_\_\_\_\_

Insurance Information:

Name of Insurance Company: \_\_\_\_\_

Address: \_\_\_\_\_

Insurance Policy No.: \_\_\_\_\_

Policyholder Name: \_\_\_\_\_

Certificate of Insurance required?  No  Yes – If required, certificate add  
Gaithersburg Presbyterian Church as additionally insured.

Name and contact information of person(s) to be in attendance at time of requested use:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: O: \_\_\_\_\_ H: \_\_\_\_\_ C: \_\_\_\_\_

## Gaithersburg Presbyterian Church Usage and Hold Harmless Agreement

I/We the undersigned authorized representative(s) of \_\_\_\_\_  
\_\_\_\_\_ (hereafter the "Organization")  
of the city of \_\_\_\_\_, state of \_\_\_\_\_, shall be using the  
building and grounds of Gaithersburg Presbyterian Church (hereafter the "Church") from  
\_\_\_\_\_ to \_\_\_\_\_, 20 \_\_\_\_ for the purpose of  
\_\_\_\_\_  
\_\_\_\_\_ hereafter referred to as the "Activity".

I/We understand and agree that neither the Church, not its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/We release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents or representatives from and claim arising out of or participation in any form or fashion in the Activity.

I/We present that our Organization has general liability insurance with coverage limits of \_\_\_\_\_ in effect as of the date of the Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/we have executed this Church Usage and Hold Harmless Agreement this  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
BY: \_\_\_\_\_ (ORGANIZATION NAME)  
Signature: \_\_\_\_\_ NOTARY SEAL:  
Title: \_\_\_\_\_