

Shepherd of the Hill Presbyterian Church (USA)

FACILITY USE AGREEMENT

BUILDING USE REQUEST PROCESS

- Complete the Building Use Request Form (ONE-TIME or RECURRING EVENT) and submit to the church office. These forms can be picked up at the church office or found on our website. The fees listed are for one-time use of the facility.
- Requests should be submitted well in advance, and no less than 30 days in advance of the requested event to allow time for review.
- The request will be reviewed by the church office for space/time availability and then sent to the Property & Grounds Committee to be either approved or denied. This can take anywhere from a few days to several weeks, depending on when the committee meets. The office manager will contact you as soon as possible to inform you of the decision, and go over fees and payment dates.
- If approved for one-time use, a staff or committee member will be assigned to assist you with entry and exit the day of your event.
- For groups and organizations with recurring use, we require a certificate providing proof of insurance with a minimum liability occurrence limit of \$1,000,000. The user will provide a certificate of insurance to the church at least seven days prior to the date upon which the user begins to use the church premises. The certificate of insurance will indicate that user has made Shepherd of the Hill Presbyterian Church an “additional insured” on user’s policy.
- If applicable, a non-refundable deposit (see Use Fees) will be required once your event is approved to secure the facility for your requested date(s). In the event of a cancellation on our part, a full refund will be given. If the event is cancelled by you a minimum of two weeks prior to the scheduled date, the refundable portion will be returned to you. If less than two weeks notice of cancellation, a portion of your deposit can be kept by the church (see fee schedule).
- Final payment to the church office is due two weeks prior to your event. Your total damage deposit is also due at this time. Please give the damage deposit as a separate check, as it will not be deposited unless damage to the property is incurred. The deposit check will be returned to you after the church is inspected.

POLICIES

- Shepherd of the Hill Presbyterian Church reserves the right to refuse rental to organizations and persons who are not in sympathy with Shepherd of the Hill’s Christian principles and values.
- The building may not be used by for-profit groups.
- Use of the facility will be limited to approved areas selected on your use request form. Other areas in the building may be scheduled by other groups for other purposes at the same time. Participants of the event will confine their use to the rooms requested and will not wander into other areas of the church.
- For all events to be held at the church, the church allows the user to park in its parking areas. The church does not provide any security for the lot, nor is it responsible for any losses/damage that may occur from any vehicle parked on the lot.
- The church does not provide audio or video services unless these have been requested in writing by the user and approved in writing by the church at an additional cost, and a church technician can be identified to provide said services.
- Staff and church leadership have access to all rooms in the building at any time.
- Designated restrooms are available for use.
- No alcoholic beverages will be served or consumed on church property.
- No smoking in the church buildings or within 25 feet of doorways outside the church.
- No furniture or furnishings may be moved in the sanctuary without prior written approval. The pulpit is only to be moved by a representative of the church upon request. No food or drink other than water is to be brought into or consumed in the sanctuary.

- Areas used will be left clean and furniture put back in its original arrangement. The user is responsible for set-up and break-down for all tables and chairs used at functions. All tables and chairs will be returned to the storage room or place of origin within the room.
- No strong adhesives, tapes, pins, nails, tacks, etc. may be used to secure decorations or placed on carpeting.
- All garbage is to be removed from the building immediately after any function and placed in the dumpster near the garage. Clean recyclables should be left in the bin in the kitchen.
- The event will begin and end within the time established on the use request.
- The user will be responsible for additional cleaning fees if the building is not left the way it was found, at the current hourly custodial rate.
- If the participants are deemed responsible for a security system false alarm, potential fees imposed by Pierce County will be paid by the participants.
- The deposit will be refunded after inspection of the facility. Damage to the church property caused by the renter or any person attending the event for which the church was rented, will be charged to the renter.
- The Session of the church reserves the right to cancel this use request with 14 days notice and to make changes in dates, fees and times of use requested above to accommodate emergency church functions. In the event that the church must cancel this agreement, user will be entitled to any deposit user has paid. However, in no event will owner be liable to user for any lost profits or incidental, indirect, special, or consequential damages arising out of user's inability to use the above described premises, even if owner has been advised of the possibility of such damages.
- For kitchen users:
 - A kitchen orientation tour should be completed by a designated group representative scheduled to attend the event prior to the event.
 - Our kitchen is a "warming" kitchen – which means meals must be prepared off-site and only kept warm and served from our kitchen.
 - We have very limited freezer space. You will need to provide your own coolers and ice for frozen items.
 - You are welcome to use our appliances, including coffee maker, etc. Please clean after use.
 - Paper products, etc. are to be provided by the user. Any utensils, mugs etc. that are used for your event should be cleaned and put away after use.
 - All leftovers are to be removed at the end of the event. All counter tops should be wiped clean. The floor should be swept.

I/we understand and agree to the rules and policies set forth by Shepherd of the Hill as established in the Facility Use Agreement. User agrees to hold harmless, indemnify and defend Shepherd of the Hill Presbyterian Church (including owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for user's purposes, regardless of whether such injury or damage results from the negligence of the church (including agents, employees and representatives) or otherwise. I have read and understand the policies as stated in this Facility Use Agreement.

Signed : _____

Date: _____