

GUIDELINES FOR FACILITIES USAGE

First Presbyterian Church, Richmond, KY, Inc.

The building, property and equipment of First Presbyterian Church have been dedicated to the glory of God for the purposes of worship, mission, education, training, fellowship and community-building. All uses of the church properties shall be related to these purposes, to meeting human needs, and to those giving service to the community.

We, the undersigned, in consideration of the permission of First Presbyterian Church (“Church”) hereby agree to the following guidelines:

- 1) Scheduling, billing, and administration will be done by the Office Administrator or a minister. Reservations must be cancelled two (2) weeks prior to the event in order for the deposit to be refunded. Deposits and rental fees are due 5 days prior to rental date. A key will be provided at that time.
- 2) As the representative of his or her group or organization, the individual *signing* the “Guidelines for Facilities Usage” form is responsible for the conduct of the group, any injuries and for any breakage, damage, or irregularity related to Church property or equipment. The Church must be reimbursed for related expenses incurred.
- 3) The Christian Life Center (and other designated areas) will remain closed during worship and Sunday School hours and at other times deemed appropriate. There shall be no kicking, or throwing objects which might damage ceiling tiles, speakers, lights, etc. Roller skates, roller blades, baseball bats, golf clubs, hard balls are not permitted. Proper clothing must be worn at all times. Sneakers are required in the Christian Life Center.
- 4) No alcohol, illegal drugs, weapons, or smoking is allowed.
- 5) It is our responsibility to: **a)** pick up and sign for the appropriate key during office hours (Please call the church *beforehand*: Monday-Thursday 9-4, Friday 9-12), **b)** pay a refundable key deposit before we can use the key – see “Fee Schedule”, and **c)** return the key *and* sign it back in within one week of the last scheduled day of our program. Deposits will be returned (if applicable) when keys are returned. Do not make duplicates or distribute keys to parties other than those signing this agreement.
- 6) Telephone use in the Christian Life Center (CLC) and rest of the Church building is limited to local calls. Calls shall be limited because we have 2 phone lines to accommodate all phones and a fax line.

- 7) We will provide documented proof of liability insurance to the office manager before the event. (A copy of the aforementioned documentation will be kept on file in the church office.) Therefore, *the Church will not be held responsible for any injuries, loss or claims, including attorney's fees and court costs, for personal injuries sustained from or related to the activities our group is hosting.*
- 8) It is our responsibility to report any breakage or irregularity related to Church property or equipment as soon as possible after the event to the office manager or one of the ministerial staff members. It is also our responsibility to report the loss of any personal belongings and to call the church office before coming to pick up anything that has been found.
- 9) Upon leaving the facility, we will turn off lights, lock all doors and check that those doors have been pulled shut and properly secured. Please keep the security doors between the CLC and the church office closed and locked (if such access has been granted – please see the “Facilities being requested” portion of the “Facility Usage Request” form).
- 10) We will conserve water and electricity.
- 11) At the conclusion of the using of the facilities, it is our responsibility to make sure that we have done the following before leaving:
 - Tables and chairs have been cleaned of spills, crumbs, trash, etc.
 - Windows closed and blinds properly adjusted
 - Personal belongings removed
 - Tables and chairs are put back in the original arrangement
 - Sinks and counters are cleaned
 - All utensils and dishes have been cleaned and stored correctly
 - Any leftover food is removed
 - Trash shall be picked up and placed in receptacles
 - Spread out wet dish towels for drying
 - Lights, Ovens, stoves and small appliances have been turned off
 - Lights out, doors locked and secured
- 12) Our group will **only** use the room(s) that we have specifically reserved. Furniture and fixtures, etc. in other rooms are not to be disturbed. We understand that if additional facilities are used by our group that a portion of our deposit may be withheld or additional charges will be incurred.
- 13) We acknowledge that the relationship between the undersigned and the Church is based solely upon the agreement set forth in this writing. Failure to adhere to these guidelines by any member of the group will result in the termination of the use of the facilities. The Church must give us an appropriate amount of time if there is cause for termination.

14) I have read and understood these guidelines and agree to adhere to these guidelines and pay all related fees for using the facilities of the First Presbyterian Church, Richmond, Kentucky, Inc. I recognize that by signing this form I may be contacted at any time to address and problems associated with the use of this facility. I understand that I am responsible for reporting any breakage, damage, injuries or irregularity incurred while my group or organization is using the facility to the Church office manager or one of the ministerial staff members and that I will be held accountable for reimbursing the Church for said damages, et al. My signature below represents a covenant between me and the Church on behalf of my group.

Signature of Group Representative/Contact Person

Name (*please print*) _____ **Date** _____

Contact Address _____

Contact Telephone No. _____

Group Name _____

Group Phone No. _____

Deposit made _____

Deposit returned Name _____

Date _____